

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
217 W. Missouri Ave., Pierre, SD 57501 | Tel: 605.773.6193 | [cosmetology.sd.gov](http://cosmetology.sd.gov)  
**RECIPROCITY CHECKLIST FOR LICENSE APPLICANTS**

**Complete the following steps:**

1. Submit your [reciprocity application](#) (online, do not mail)
  - Include all required documentation including photo ID.
2. Make payment for your application after you receive the 'payment email' from the Commission office.
  - You can pay for your application online with a debit or credit card or by mailing a check or money order to the Commission office (see address below).
3. Request that your home state send South Dakota a certification of licensure to:
  - 217 W. Missouri Ave., Pierre, SD 57501  
OR
  - [cosmetologycert@state.sd.us](mailto:cosmetologycert@state.sd.us)
4. Complete the South Dakota **State Laws & Rules** Examination after you receive an email with instructions and the link to the examination.

**Important Notes:**

1. Your state must have equivalent licensure requirements to South Dakota's (as shown on a certification of licensure)\*:
  - Cosmetology: 1500 education hours + theory examination
  - Esthetics: 600 education hours + theory examination
  - Nail Technology: 400 hours + theory examination
2. You must hold an active license, in good standing, with your home state.
3. You must have graduated from a South Dakota cosmetology school in order to be eligible to take the South Dakota **theory** examination.
4. South Dakota can only consider the number of hours you completed pursuant to your state's education requirements as outlined in state law or regulation. South Dakota cannot consider any education hours you completed in excess of your state's requirements.

\*Education standards in your state are subject to review by the South Dakota Cosmetology Commission to determine equivalency with South Dakota state standards.