

**BOARD OF BARBER EXAMINERS**

217 West Missouri Avenue, Pierre SD 57501

Phone: 605.773.6193 | Fax: 605.773.7175 | Email: [barber@state.sd.us](mailto:barber@state.sd.us)

**TRANSFER APPLICATION FOR LICENSE TO PRACTICE BARBERING IN SOUTH DAKOTA**

**PRINT CLEARLY. The applicant is required to answer all the following questions. Read and follow the directions on the checklist (see second page). \$150.00 FEE (100.00 Transfer Fee + \$50 Certificate Fee) made payable to South Dakota Board of Barber Examiners IS NON-REFUNDABLE. Money Order, Cashier’s Check or Personal Check Acceptable – Do not send cash through the mail.**

**1. PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address (if you have one): \_\_\_\_\_

**2. CURRENT AND PRIOR LICENSING:** (must have a current barber license or certificate from another state board or country)

You must request a certification of licensure from every state in which you have ever been licensed. Please note that a copy of your license is NOT a certification.

Current Valid License Number: \_\_\_\_\_ in the State of: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List any other states/country that you hold license(s) OR have held a license: \_\_\_\_\_

Have you ever had your license(s) suspended or revoked? Yes No If yes, why: \_\_\_\_\_

Are you or your spouse an active member of the armed forces? Yes No

Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs? Yes No. If answered “yes”, explain on a separate sheet giving date, place, and full particulars and attach as part of this application.

**3. TESTING:** Barbers must have passed a state theory and state hands-on practical test in a prior state. A certification is needed from the other state board(s) showing testing information.

**4. EDUCATION:** (Education: 1500 Hours OR a combination with work credit)

Barber College Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started at School: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_

Were any education hours earned in a foreign country? Yes No (If yes, additional rules apply).

**5. WORK EXPERIENCE:** (complete and attach the work experience affidavit if you do not meet the required education hours)

Applicants may receive 50 hours of work experience every month you practiced as a licensed barber in another state if your education hours were less than 1500 hours.

**I declare and affirm under the penalties of perjury that this information has been examined by me and to the best of my knowledge and belief, is, in all things true and correct. If granted a certificate to practice BARBERING in the State of South Dakota, I promise to abide by all the laws of the State of South Dakota governing these practices.**

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

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### CHECKLIST TO COMPLETE THE TRANSFER APPLICATION REQUIREMENTS

**You must submit the following for transfer of a barber license from a different state to South Dakota. All documentation must be submitted in English only. Incomplete submissions are held for only three months. Fees are non-refundable.**

- 1. RECIPROcity APPLICATION** - Complete all areas and sign. **Attach** the following:
  - a. Copy of birth certificate, naturalization certificate, permanent resident card, US passport or driver's license
  - b. Current photograph or copy of photo ID. (must be a clear photo)
  - c. \$150.00 Fee (\$100.00 Transfer Fee + \$50.00 Barber Certificate Fee)
  
- 2. CURRENT AND PRIOR LICENSING.** A current license from another state or country is required to transfer a license to South Dakota and is proven by a certification from a state or government barber board. A certification of current licensure(s) and certification(s) from any other state(s) where you have or had a license must be mailed directly from that State Board or Country licensing agency to the South Dakota Board of Barber Examiners.  
**\*\*IMPORTANT\*\* CERTIFICATIONS can take time to obtain so call and get this process started immediately.** Please note a copy of your license is NOT a certification.
  
- 3. TESTING** - South Dakota administers the NIC Barber Styling Theory examination and South Dakota developed practical examination. If you have taken State Board examinations in another state, you are not required to retest in South Dakota.
  
- 4. EDUCATION:** 1500 hours required. If any of your schooling was in a foreign country, you will need to have the hours evaluated by a professional evaluation company (contact the South Dakota Board of Barber Examiners for more information). If you transferred education from one school to another, you must state that on the application. See below to add work experience if you do not meet the education requirements.
  
- 5. WORK EXPERIENCE AFFIDAVIT.** If you do not have the education as required above in #4, then you may add work experience to your education. Applicants are given credit for 50 educational hours for each month the applicant has practiced as a licensed barber in another state whose hours are less than the 1500 hours required by South Dakota.
  
- 6. TRANSFER FEE OF \$100.00 cashier's check, money order or personal check only** (non-refundable). This fee covers any tests, study materials, the initial license, and verification of documents submitted for transfer.

**YOU CANNOT WORK IN SOUTH DAKOTA UNTIL YOU ARE ISSUED  
AND RECEIVE A SOUTH DAKOTA BARBER LICENSE**