

STATE OF WEST VIRGINIA  
BOARD OF BARBERS AND COSMETOLOGISTS  
1716 Pennsylvania Avenue, Suite 7, Charleston, WV 25302  
Phone (304) 558-2924 Fax (304) 558-3450

**APPLICATION BOOTH or CHAIR RENTAL REGISTRATION**

(Please read and sign the booth rental statement at the bottom of this application.)

**The information requested below must be completed in its entirety, or it will be returned to you.**

YOUR NAME: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

NAME OF SHOP: \_\_\_\_\_ SHOP NO. \_\_\_\_\_

LOCATION OF SHOP: \_\_\_\_\_

SHOP MAILING ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF SHOP MANAGER: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

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**Check below the statements that apply to your booth rental agreement:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> First time registration, \$10 enclosed.                     | <input type="checkbox"/> Changing location, \$2.50 enclosed | <input type="checkbox"/> Lost certificate, \$2.50 enclosed. |
| <input type="checkbox"/> Date started: ____ / ____ / ____                            | <input type="checkbox"/>                                    | Previous certificate attached.                              |
| <input type="checkbox"/> Rent paid __ weekly, __ monthly,<br>__ quarterly, __ yearly | <input type="checkbox"/>                                    | Don't have certificate, previous shop below:                |
| <input type="checkbox"/> Paid by commission, do not rent.                            | Previous shop name: _____                                   |   |
|  | Location: _____   |   |
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**BOOTH RENTAL STATEMENT**

All persons licensed to practice as a barber, cosmetologist, aesthetician or manicurist in this state, who elects to rent or lease a booth or chair from an owner or operator of any barber, beauty, aesthetician or manicure shop, shall first register with the Board of Barbers and Cosmetologists and pay a registration fee of ten dollars, and furnish the following information in compliance with Chapter 30, Article 27, Section 10a, Code of West Virginia. This also applies to those who are paid on a commission basis and the employer does not hold out taxes. In other words, anyone practicing cosmetology, barbering, aesthetics or manicuring, and is responsible for paying their own taxes, must register with the Board office.

Upon termination of your booth rental from any shop, please return your certificate to this office so that we may update our files. When changing locations, please return your present booth certificate along with application. The booth rental certificate does not need to be renewed each year. One must submit another application to re-register when changing locations. Application also must be submitted for a duplicate certificate when certificate is lost. Thank you.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_