



# HEALTH LICENSING OFFICE Board of Cosmetology

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Web: [www.oregon.gov/oha/ph/hlo](http://www.oregon.gov/oha/ph/hlo)

For Office Use Only		
Applicant #:	Certification #:	Staff Initials:

## Cosmetology Freelance Authorization Application

Pursuant to ORS, a practitioner who provides services outside of a licensed facility must hold a Freelance Authorization.

### Applicant Information

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
BIRTHDATE:	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> NONBINARY / OTHER	
RESIDENTIAL PHYSICAL ADDRESS (REQUIRED):		
CITY:	STATE:	ZIP:
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):		
CITY:	STATE:	ZIP:
BUSINESS PHONE:	PERSONAL PHONE:	
EMAIL (REQUIRED):	SOCIAL SECURITY # (REQUIRED):	
Have you ever been known under any other legal name? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list all previous full (legal) names below:		
Previous legal name(s):		
Please list your current Oregon Cosmetology certification(s) below:		
COS-BA-	COS-HA-	COS-FT-
		COS-NT-

### Payment Information (complete this section only if submitting payment by mail)

Required Fees: (*The application fee is non-refundable)		
*Application Fee = \$35	Authorization Fee = \$140	Total of \$175

Please check one:  Credit Card (see below)  Check  Money Order  Purchase Order **DO NOT MAIL CASH**

Type of Credit Card:  Visa  MasterCard  Discover (Cardholder must either be the applicant or be present at the time application is submitted). **Do not fax or email credit card information (send by way of postal mail).**

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp: \_\_\_\_\_ Authorized amount: \$ \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

### (Do not write in the following section – Office use only)

<input type="checkbox"/> OTC	<input type="checkbox"/> Verified ID	Type of ID: _____	Staff Initials _____
Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____	

### Individual Records Questions

Please accurately answer all the questions below. The Health Licensing Office (HLO) may review your information through the Law Enforcement Data System, other governmental agencies, and private vendors to confirm the accuracy of the information. Any misrepresentation or failure to disclose information may result in disciplinary action.

1. **Do you have any pending or completed investigations or any disciplinary actions taken against you by any licensing or regulatory authority?** Disciplinary action includes, but is not limited to, probation, suspension, civil penalty, or any other sanction limiting, in any way, a license, certificate, registration or permit.

Yes  No If yes, attach an additional page(s) and provide an explanation.

2. **Have you ever been convicted of a misdemeanor or felony?**  Yes  No If yes, please list all convictions, including the charges and year convicted (attach additional pages if necessary).

**Year  
Convicted**

3. **As of today, are you on probation or parole?**  Yes  No If yes, you **must** provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation.

### Mandatory Social Security Number Disclosure and Use

You are required to provide your Social Security number (SSN) to the HLO as part of your application for initial or renewed occupational or professional license, certification, or registration issued by HLO pursuant to ORS 25.785, ORS 305.385, 42 USC § 666(a)(13) and 42 USC §405(c)(2)(C)(i). Failure to provide your SSN will be a basis to refuse to issue or renew the license, certification, or registration you seek. HLO is authorized by law to use your SSN for child support enforcement and tax administration purposes only. HLO will only use your SSN for these purposes unless you authorize other uses of your SSN as discussed below. Your SSN will remain on file with HLO. If you have never been assigned an SSN, please refer to the section below titled Request for Exemption from Social Security Number Disclosure and Attestation.

### Voluntary SSN Disclosure and Use - Criminal Background Checks and Military Status Verification

The HLO is authorized to conduct criminal background checks pursuant to ORS 181A.195, 676.608, and 676.612. The HLO requests that you voluntarily provide your SSN for this purpose. Pursuant to 50 USC § 3931, the HLO must determine the military status (or lack thereof) of a respondent before issuing a default final order. The HLO requests that you voluntarily provide your SSN for this purpose. Failure to provide your SSN for these purposes will not be used to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your SSN by the HLO for these purposes, it may be used only for these purposes.

4. **I voluntarily consent to disclose my SSN to the HLO for criminal background checks and military status verification.**

Yes  No

### Request for Exemption from Social Security Number Disclosure and Attestation

5. If you do not have a Social Security number (SSN) you may request an exemption from the SSN requirement. To receive the exemption, you must attest and certify that you have never been assigned an SSN and if you are ever assigned an SSN, you will report it to the HLO within 30 days.

**\*DO NOT SIGN BELOW IF YOU HAVE A SOCIAL SECURITY NUMBER\***

By signing below, I attest and certify that I have never been assigned an SSN and agree that if an SSN is assigned to me, I will report it to the HLO within 30 days.

**Applicant Signature:**

**Date:**

### Certification of Information Provided

6. I have examined this application and supporting documentation and certify by my signature below that it is true, correct, and complete. I understand that providing false information or making a false statement on this application will be cause for denial, suspension, or revocation of my license, certification, or registration. I have enclosed the required fees and documentation.

**Applicant Signature:**

**Date:**

**Affirmative Action – Voluntary Question**

The State of Oregon has an Affirmative Action (AA) Policy. If you choose to provide the optional information below, it will help to evaluate the effectiveness of our AA programs. This information will also be used in the aggregate (i.e., as a whole, not individually) for research and statistical purposes. It will not be tied specifically or directly to your licensing information.

**Which of the following describes your racial or ethnic identity?** Please check all that apply.

**American Indian and Alaska Native**

- American Indian
- Alaska Native
- Canadian Inuit / Metis / First Nation
- Indigenous Mexican / Central American / South America

**Asian**

- Asian Indian
- Cambodian
- Chinese
- Communities of Myanmar
- Filipino / Filipina
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

**Black and African American**

- African American
- Afro-Caribbean
- Ethiopian
- Somali
- Other African (Black)
- Other Black

**Hispanic and Latino/Latina/Latinx**

- Central American
- Mexican
- South American
- Other Hispanic or Latino/Latina/Latinx

**Middle Eastern / North African**

- Middle Eastern
- North African

**Native Hawaiian and Pacific Islander**

- Chamoru/Chamorro
- Guamanian
- Marshallese / Micronesian / Palauan / Tongan
- Communities of the Micronesian Region
- Native Hawaiian
- Samoan
- Other Pacific Islander

**White**

- Eastern European
- Slavic
- Western European
- Other White

**Other Categories**

- Other: \_\_\_\_\_
- Unknown
- Decline to answer

If you checked more than one race or ethnicity above, is there **one** you think of as your primary racial or ethnic identity?

- Yes, please list: \_\_\_\_\_
- I do not have just one primary racial or ethnic identity
- No, I identify as Bi-racial or Multi-racial
- Not applicable, I only checked one category above
- Unknown
- Decline to answer

## Application Requirements

**PLEASE NOTE:** The applicant is responsible for payment of fees assessed by the issuing organization(s) when obtaining required official documentation.

**Applicant must:**

_____	Meet the requirements of Oregon Administrative Rule, <a href="#">Chapter 331, Division 30</a> .
_____	Submit this completed application, accompanied by payment of the required fees. *Application fee = <b>\$35</b> ; and Authorization fee = <b>\$140</b> ; for a total of <b>\$175</b> (see payment information on first page). <b>DO NOT SEND CASH THROUGH THE MAIL.</b> <b>*THE APPLICATION FEE IS NON-REFUNDABLE.</b>
_____	Submit <b>one</b> form of original identification issued by a government agency. Acceptable identification options can be found under <a href="#">Chapter 331, Division 30</a> of Oregon Administrative Rule. <b>ID requirements are as follows:</b> <ul style="list-style-type: none"> <li>• The ID must be issued by a government agency.</li> <li>• The ID must include the applicant's current legal name.</li> <li>• The ID provided must be photographic.</li> <li>• We do not accept student ID cards, department store or warehouse cards, debit cards, etc. If you have a question about whether a particular ID type is acceptable, please call (503) 378-8667, to verify.</li> <li>• If submitting a photocopy of your ID by mail, a legible (clear) front and back copy must be submitted. Submit the copy on a full-sized piece(s) of copy paper, do not cut the ID images out.</li> </ul> If you do not meet all of the ID requirements above, you run the risk of your application process being delayed.
_____	Pass the Oregon Laws and Rules examination (completion of the examination is not required if the applicant passed the Oregon Laws and Rules examination within two years before the date of application). Examination fee of <b>\$45</b> will be charged when you come in to test at the Health Licensing Office.
_____	Provide a current copy of the Assumed Business Name (ABN) filing from the Secretary of State, Corporations Division, if applicant is operating under an assumed business name prior to applying for a freelance authorization. <b>NOTE:</b> An ABN is not required if business includes the real and true name of the owner.
_____	Have you answered questions 1 through 4 on page two of this application? If you fail to answer each of the four questions, this form will be returned to you and potentially cause a delay in the processing of the Authorization Application.
_____	If you <u>do not</u> have a social security number, have you signed and dated in section 5 on page two of this form? If you <u>do</u> have a social security number that you have provided on page one of this form, do not sign.
_____	Have you signed and dated section 6 on page two of this form? If you fail to sign and date this section, your form will be returned to you and will cause a delay in qualifying the temporary staffing agency for an authorization.