

State of Nevada
Board of Cosmetology
1785 E. Sahara, #255
Las Vegas, NV 89104
Phone (702) 486-6542
Fax (702) 369-8064
www.cosmetology.nv.gov



State of Nevada
Board of Cosmetology
4600 Kietzke Lane Bldg O Suite 262
Reno, NV 89502
Phone (775) 688-1442
Fax (775) 688-1441

NEVADA REQUIREMENTS FOR OUT OF COUNTRY APPLICANTS

Individuals coming from another country **MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS** along with a translation (if not in English). Letter from translator must be notarized. **1 COPY OF ALL PAGES** submitted in English only. See attached list of approved translators. Your application will be given once you have been qualified, it will explain the testing process. You will be required to take the NIC written, Nevada law, and practical examinations.

- **PROOF OF CITIZENSHIP OR ELIGIBILITY:** You must include one or all of the following documents:
 - Copy of your US birth certificate
 - Foreign birth certificate (translated if other than English by a Board certified translation provider) with permanent resident card.
 - Copy of your US Passport
 - Foreign passport with Permanent Resident Card
 - Copy of your Nevada voter registration card.

If a Foreign birth certificate or passport is provided, additional documentation, such as a Resident (Green) Card, Work Visa, or other documentation from the US Dept. of State or Immigration Service will be required to show your eligibility to work in the United States.
- **PROOF OF TRAINING:** We must see the original document; we will keep a copy of them in our files for (1) year.
 - Your proof of training must be on letterhead/stationery
 - It must be signed, notarized or there must be a seal on the document
 - It must list out the subjects that you have taken and the number of hours for each subject.
- **PROOF OF LICENSING:**
 - You must include proof of licensing in your Country, such as copy of a current license and/or a letter from the licensing agency/authority.
- **PROOF OF 4 YEARS SALON WORK EXPERIENCE:** is to be completed by the salon owner or manager, a family member **CANNOT** complete the letter.
 - The completed work experience letter must show starting and ending dates of the work experience, including month/day/year.
 - The completed work experience letter must clearly show your job title, scope of services, and occupation held.
 - The letter must be properly signed and notarized.
 - There cannot be any alterations, corrections or changes to the letter or it will not be acceptable and you will need a new letter to be completed.
 - If you were self-employed, you need to obtain one of the following:
 - a. Equivalent to U.S. Tax Forms
 - b. Letter from tax person/bookkeeper verifying type of work, starting and ending date, salon name and address; on his / her stationary, signed and notarized.
- **PROOF OF NAME CHANGE:** all names must match or chain together with proof provided.
 - A copy of each of your marriage licenses.
 - A copy of each of your divorce papers, showing your name was restored or referencing your maiden name.
- **PROOF OF SUCCESSFUL COMPLETION OF 10TH GRADE:** You must sign and notarize an affidavit provided by our office. Once approved the affidavit will be included in the application, stating that you have successfully completed the 10th grade in high school, preparatory school or its equivalent.

***** YOU CANNOT WORK IN NEVADA WITHOUT A NEVADA LICENSE *****

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APPROVED LIST OF TRANSLATION SERVICES

Las Vegas Translations Contact:

8th District Court-Interpreters & Translators
Clark County Court House
330 S. 3rd St
10th Floor Ste #1020 (Phoenix Building)
Las Vegas, NV. 89101
Phone (702) 671-4578
Fax (702) 671-4617

Reno Translations Contact:

Olivia Beauford, Owner
The Language Connection
5250 Neil Rd Suite 301-D
Reno, NV 89509
(775) 323-7883

OR

U.N.R. Language Bank
Refers to: Northern Nevada International Center
22 E Plumb Lane
Reno, NV 89502
(775) 784-7515 ext: 227

OR

Nevada Hispanic Services
3905 Neil Rd
Reno, NV 89502
(775) 826-1818

OR

637 S Stewart St., #B
Carson City, NV 89701