



**STATE OF NEBRASKA**

Licensure Unit  
 301 Centennial Mall South - P.O. Box 94986  
 Lincoln, Nebraska 68509-4986 (402-471-4977)  
 vicki.nelson@nebraska.gov

License #:

Issued:

Expires:

**APPLICATION TO OPERATE A COSMETIC ESTABLISHMENT**

**FEE: \$150**

OR \$ 37.50 (if issued between April 1st and September 30th of the ODD numbered years)

**Make fee payable to: LICENSURE UNIT** (credit/debit cards not accepted)

**Check the appropriate responses below (CHECK ALL THAT APPLY):**

The Proposed cosmetic establishment is:

- Located in a separate room.
- A counter(s).
- A clearly identifiable portion of a room or floor.
- Located in a private dwelling (must be located in a room or rooms separate from the living quarters and have a private entrance. Such room or rooms cannot be used for any residential purpose during the hours the cosmetic establishment is being used, and all doors and windows connecting to residential quarters must be closed at such times.

**SECTION A - GENERAL INFORMATION** (All applicants must complete this section)

1	NAME OF ESTABLISHMENT:					
2	ESTABLISHMENT ADDRESS:	Street/PO/Route:				
		City:	State:	Zip:		
		<b>NOTE:</b> If the establishment is not identified by a street address, please provide directions.				
3	TELEPHONE NUMBER:					
5	ANTICIPATED OPENING DATE:	Application must be submitted 30 days prior to opening date				
6	HOURS OPEN DAILY:	Sunday	_____ am	to	_____ pm	Check here if open by appointment only <input type="checkbox"/> <b>YOU MUST LIST DAYS AND TIMES MOST LIKELY TO BE WORKING</b>
		Monday	_____ am	to	_____ pm	
		Tuesday	_____ am	to	_____ pm	
		Wednesday	_____ am	to	_____ pm	
		Thursday	_____ am	to	_____ pm	
		Friday	_____ am	to	_____ pm	
		Saturday	_____ am	to	_____ pm	

Inspection Results:  Satisfactory  Unsatisfactory

Date of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

**SECTION B – DOCUMENTATION**

All applicants must submit:

1. A floor plan or blueprint sufficient to identify the location of the proposed cosmetic establishment within any larger structure and the location of handwashing facilities.

In the event that more than one counter or area within a larger commercial establishment will be used as a cosmetic establishment, only one license is required for all such counters or areas if all are identified on the floor plan or blueprint accompanying the application.

2. The names of all persons registered or proposed to be registered as cosmeticians to be employed in the cosmetic establishment (please print names below).

Name:	
Name:	
Name:	
Name:	

**SECTION C - OWNER INFORMATION** (All applicants must complete the following information)

**Indicate the type of owner of this business:**

<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Governmental Unit
<input type="checkbox"/> Limited 1 liability company that has only one member	<input type="checkbox"/> Other: Identify Type _____
<input type="checkbox"/> Limited liability company that has <b>more than one</b> member	

**SOLE PROPRIETORSHIP OR PARTNERSHIP:**

1	Full name of the Business Owner(s) or Partners:				
2	Address of the Business Owner(s):	Street/PO/Route:			
		City:	State:	Zip:	
3	If the applicant is a <b>sole proprietorship</b> , identify the social security number of the owner (this is <b>REQUIRED INFORMATION</b> )			SS #:	
Social security numbers obtained under this section are not public information but may be shared by the department for administrative purposes if necessary and only under appropriate circumstances to ensure against any unauthorized access to such information.					
4	Business Phone #: (optional)	Business Fax #: (optional)	Owner/Business E-Mail Address: (optional)		

**CORPORATION OR LIMITED LIABILITY COMPANY OR GOVERNMENT UNIT:**

1	Name of Corporation, LLC, or Government Unit:					
2	Mailing address of the Business Owner(s) or corporate office. This should be an address <b>different from</b> the salon address:	Street/PO/Route:				
		City:	State:		Zip:	
3	Federal Identification Number (FIN or EIN required in the event a refund is warranted)	FIN (EIN) #:				
4	Business Phone #: (optional)		Business Fax #: (optional)		Owner/Business E-Mail Address: (optional)	
5	Name of each Person in Control of the Business  (if space is not adequate, attach additional sheet)					

**SECTION D – PRACTICE PRIOR TO CREDENTIAL** (All applicants must complete the following information)  
*An individual who practices prior to issuance of a credential is subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000, or such other action as provided in the statutes and regulations governing the credential.*

Have you operated this business <b>at this address</b> in Nebraska prior to the application for a license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are the actual number of days you operated:	# of days: _____

**SECTION E - ATTESTATION** (All applicants must complete the following information)

If the applicant is a **sole proprietorship** for the purpose of complying with Neb. Rev. Stat. §4-108 through 4-114, the applicant must attest as follows:

- I am a citizen of the United States.
- I am a qualified alien under the Federal Immigration and Nationality Act.

My immigration and alien number are as follows: \_\_\_\_\_ and I agree to attach a copy of my USCIS documentation, which includes one of the following:

- Alien Registration Receipt Card (Form I-551, otherwise known as a 'Green Card');
- Unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
- Alien Registration Number (A#); or
- Form I-94 (Arrival-Departure Record).

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

I hereby state that I am the person making application, I am of good character, and the statements on this application are true and complete. I further state:

\_\_\_\_\_  
Signature of Owner/Representative as listed above

\_\_\_\_\_  
Date

**If the applicant is NOT a sole proprietorship, the application must be signed by the individual(s) indicated below (place a check mark in the appropriate box) and dated:**

I hereby state that I am the person(s) making application, I am of good character, and the statements on this application are true and complete. I further state:

- 1. The owner or owners if the applicant is a sole proprietorship, a partnership, or a limited liability company that has only one member;
- 2. Two of its members if the applicant is a limited liability company that has more than one member;
- 3. Two of its officers if the applicant is a corporation;
- 4. The head of the governmental unit having jurisdiction over the business if the applicant is a governmental unit; or
- 5. If the applicant is not an entity described in 1 through 4 above, the owner or owners or, if there is no owner, the chief executive officer or comparable official.

\_\_\_\_\_  
Signature of Owner/Representative as listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Representative as listed above

\_\_\_\_\_  
Date

**NOTE:** Each cosmetic establishment license issued shall be in effect solely for the owner or owners and premises named thereon and shall expire automatically upon any change of ownership or location. An original application for licensure shall be submitted and approved before such cosmetic establishment may reopen for business. (Neb. Rev. Stat. §38-1095)

**The following information relates to cosmetic establishments:**

**38-1091. Cosmetic establishment; license; requirements.** In order to be licensed as a cosmetic establishment by the department, an applicant shall meet, and present to the department evidence of meeting, the following requirements:

- (1) The proposed cosmetic establishment shall be a fixed permanent structure or part of one;
- (2) The proposed cosmetic establishment need not consist of a separate room or rooms, but may be a counter or other clearly identifiable portion of a room or floor;
- (3) The proposed cosmetic establishment shall have, or have convenient access to, handwashing facilities; and
- (4) The proposed cosmetic establishment, if located in a private dwelling, shall be located in a room or rooms separate from the living quarters and having a private entrance. Such room or rooms shall not be used for any residential purpose during the hours the cosmetic establishment is being used, and all doors and windows connecting to residential quarters shall be closed at such times.

**38-1092. Cosmetic establishment license; application; procedure; additional information; inspection.** (1) Any person seeking a license to operate a cosmetic establishment shall submit a completed application at least thirty days before the proposed opening of the cosmetic establishment for operation. Along with the application the applicant shall submit:

- (a) A floor plan or blueprint sufficient to identify the location of the proposed cosmetic establishment within any larger structure and the location of handwashing facilities; and
  - (b) The names of all persons registered or proposed to be registered as cosmeticians to be employed in the cosmetic establishment.
- (2) In the event that more than one counter or area within a larger commercial establishment will be used as a cosmetic establishment, only one license is required for all such counters or areas if all are identified on the floor plan or blueprint accompanying the application.
- (3) Each application shall be reviewed by the department for compliance with the requirements of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act. In the event an application is denied, the applicant shall be informed in writing of the grounds for denial and such denial shall not prejudice future applications by the applicant. In the event an application is approved, the department shall issue the applicant a certificate of consideration to operate a cosmetic establishment pending an operation inspection. The department shall conduct an operation inspection of each cosmetic establishment issued a certificate of consideration within six months of the issuance of such certificate. Cosmetic establishments passing the inspection shall be issued a permanent license. Cosmetic establishments failing the inspection shall submit, within fifteen days, evidence of corrective action taken to improve those aspects of operation found deficient. If evidence is not submitted within fifteen days or if after a second inspection the cosmetic establishment does not receive a satisfactory rating, it shall immediately relinquish its certificate of consideration and cease operation.

**38-1093. Licensed cosmetic establishment; operating requirements.** In order to maintain its license in good standing, each cosmetic establishment shall operate in accordance with the following requirements:

- (1) The cosmetic establishment shall at all times comply with all applicable provisions of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act and all rules and regulations adopted and promulgated under such act;
- (2) The owner of the cosmetic establishment or his or her agent shall notify the department at least thirty days prior to any change of ownership, name, or address, and within one week after a cosmetic establishment is permanently closed, except in emergency circumstances as determined by the department;
- (3) No cosmetic establishment shall permit anyone other than a cosmetician, cosmetologist, or esthetician to apply cosmetics to members of the general public upon its premises;
- (4) The cosmetic establishment shall display a sign at each counter or area used for such purposes indicating that it is a licensed cosmetic establishment and that all persons applying cosmetics are registered cosmeticians or licensed cosmetologists or estheticians;
- (5) The cosmetic establishment shall permit any duly authorized agent of the department to conduct an operation inspection or investigation at any time during normal operating hours, without prior notice, and the owner and manager shall assist the inspector by providing access to all areas, personnel, and records requested by the inspector; and
- (6) The cosmetic establishment shall display in a conspicuous place near the place where cosmetics are applied the following records:
  - (a) The current license or certificate of consideration to operate a cosmetic establishment;
  - (b) The current licenses or registrations of all persons applying cosmetics; and
  - (c) The rating sheet from the most recent operation inspection.

**38-1094. Cosmetic establishment license; revoked or expired; effect.** The license of a cosmetic establishment that has been revoked or expired for any reason may not be reinstated. An original application for licensure shall be submitted and approved before such cosmetic establishment may reopen for business.

**38-1095. Cosmetic establishment license; change of ownership or location; effect.** Each cosmetic establishment license issued shall be in effect solely for the owner or owners and premises named thereon and shall expire automatically upon any change of ownership or location. An original application for licensure shall be submitted and approved before such cosmetic establishment may reopen for business. Nothing in sections 38-1091 to 38-1095 shall be construed to prevent the creation, alteration, removal, or movement of specific counters or areas within a commercial enterprise holding a license as a cosmetic establishment.

**38-1096. Cosmetic establishment owner; liability.** The owner of each cosmetic establishment shall have full responsibility for ensuring that the cosmetic establishment is operated in compliance with all applicable laws, rules, and regulations and shall be liable for any and all violations occurring in the cosmetic establishment.