

## STATE BOARD OF BARBER EXAMINERS

Telephone: 717-783-3402  
Fax: 717-705-5540  
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Website: [www.dos.state.pa.us/barber](http://www.dos.state.pa.us/barber)

**Mailing Address:**  
State Board of Barber Examiners  
PO Box 2649  
Harrisburg, PA 17105-2649

**Courier Address:**  
State Board of Barber Examiners  
2601 North Third Street  
Harrisburg, PA 17110

### SCHOOL LICENSE APPLICATION

#### INSTRUCTIONS AND REQUIREMENTS

**PLEASE NOTE:** this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

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### ALL ATTACHMENTS MUST BE PROVIDED ON 8½ BY 11” UNSTAPLED, UNBOUND AND ONE-SIDED PAPER

In order to obtain licensure of a new barber school, change ownership of an existing barber school, or to change location of an existing barber school, you must complete and submit this application and include all required documents and fees. Refer to the Barber License Law and Rules and Regulations of the State Board of Barber Examiners for information on requirements for a licensed barber school. You may not begin operations at the school until an inspection has been conducted and the authority to practice has been given.

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The following documents and fees must accompany this application:

1. **FEE: \$140.00 check or money order, payable to “Commonwealth of PA”**  
*\*This fee is for the processing of the application and is required regardless of issuance of a license. \*A processing fee of \$20.00 will be charged for any check or money order returned unpaid by the bank, regardless of the reason for non-payment.*
2. SKETCH of the proposed barber school on 8½ by 11” paper. Sketch must show the comprehensive floor plan of the proposed school, all equipment must be identified. The clinic and theory rooms must be clearly identified. Length, Width and total Square footage of each room must be provided.
3. CERTIFICATE OF OCCUPANCY from the Department of Labor and Industry (717-787-3806) or the local municipality in which the school is located.
4. ZONING APPROVAL LETTER from the local zoning board.
5. PROOF OF NAME REGISTRATION If the school owner is a corporation, submit verification that the corporation has the authority to do business within Pennsylvania. If the school will be operating under a trade name, a copy of the fictitious name registration must also be submitted. Contact the Corporation Bureau at 717-787-1057.

6. COMPLETE CURRICULUM/COURSE OUTLINE OF PROPOSED TRAINING AND STUDY.
7. CURRENT SCHOOL BOND (minimum \$2500 for up to 60 students and minimum of \$5000 for more than 60 students). This bond must be valid through April 30 of the next even-numbered year.

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Please print or type in black ink

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For processing staff use only:  
Application Number:  
Staff initials:

### 1. APPLICATION IS FOR: (CHECK ONE)

<input type="checkbox"/> Initial School Licensure	<input type="checkbox"/> Change of ownership of existing school (return the existing school license)	<input type="checkbox"/> Change of location of existing school (return the existing school license)
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### 2. SCHOOL INFORMATION

<b>NAME OF SCHOOL</b>	<input type="text"/>		
<b>SCHOOL ADDRESS</b>	<input type="text"/> Street <span style="float: right;"><b>PA</b></span> <input type="text"/> City <span style="float: right;">Zip Code</span>		
<b>SCHOOL TELEPHONE NUMBER</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SCHOOL EMAIL :</b>	<input type="text"/>		
<b>AVERAGE NUMBER OF STUDENTS:</b>	Day: <input type="text"/>	Night: <input type="text"/>	
<b>DATE SCHOOL WILL BE READY FOR INSPECTION:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Month	Day	Year



**SUGGESTED BOND FORM**

**Pennsylvania State Board of Barber Examiners  
Barber School Bond**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_ operating as  
\_\_\_\_\_, a \_\_\_\_\_ of \_\_\_\_\_,  
*(Corporation, partnership or individual)* *(city)*

\_\_\_\_\_, as principal, and \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, surety  
*(state)* *(city)* *(state)*

company authorized to transact business in Pennsylvania, as surety, are held and firmly bound unto the People of the Commonwealth of Pennsylvania for the use and benefit of students of the principal, in the penal sum of \_\_\_\_\_dollars (\$\_\_\_\_\_) lawful money of the United States of America, to be paid to the People of the Commonwealth of Pennsylvania for the benefit of students of the principal, for which payment well and truly to be made, we bind ourselves and our heirs, executors, administrators, and successors jointly and severally, firmly by these presents.

WHEREAS, 49 PA CODE 3.83 (relating to bond), provides that a bond, corporate or non-corporate, in the sum of \$\_\_\_\_\_running to the Commonwealth of Pennsylvania subject to approval by the board which shall be posted as security for the sums taken on account from students or prospective students of the school. No school shall accept any money on account unless it has first procured a bond in accordance with the provisions of this regulation.

NOW THEREFORE, the condition of this obligation is such that if the said \_\_\_\_\_ shall faithfully perform and satisfy the contractual rights of any and all students of said \_\_\_\_\_ then this obligation shall be void; otherwise the same shall be in full force and effect.

IT IS UNDERSTOOD AND AGREED THAT in no event shall the surety be liable for an amount exceeding the penalty of this bond.

IN WITNESS WHEREOF, the parties hereto have unto set their hands and affixed their seals this \_\_\_\_\_ day of \_\_\_\_\_ and year \_\_\_\_\_. This bond becomes effective \_\_\_\_\_ and expires \_\_\_\_\_.

Principal \_\_\_\_\_ by \_\_\_\_\_

Surety \_\_\_\_\_ by \_\_\_\_\_  
*(attorney-in-fact)*

NOTE: In case principal is a partnership, then a certified copy of the partnership agreement must be attached. In case principal is a corporation, authority of an officer signing the bond for the company must be attached. Power of attorney-in-fact for surety company must also be enclosed.