

## SUBCHAPTER 06N – FEES AND FORMS

### 21 NCAC 06N .0101 FEES, ACCESS TO FORMS, AND RENEWALS

(a) The Board charges the following amounts for the fees authorized by G.S. 86A-25:

(1)	Certificate of registration or renewal as a barber	\$50.00
(2)	Certificate of registration or renewal as an apprentice barber	\$50.00
(3)	Barbershop permit or renewal	\$50.00
(4)	Examination to become a registered barber	\$85.00
(5)	Examination to become a registered apprentice barber	\$85.00
(6)	Late fee for restoration of an expired barber certificate within first year after expiration	\$35.00
(7)	Late fee for restoration of an expired barber certificate after first year after expiration but within five years after expiration	\$70.00
(8)	Late fee for restoration of an expired apprentice certificate within the first year after expiration	\$35.00
(9)	Late fee for restoration of an expired apprentice certificate after first year after expiration but within three years of first issuance of the certificate	\$45.00
(10)	Late fee for restoration of an expired barber shop certificate	\$45.00
(11)	Examination to become a barber school instructor	\$165.00
(12)	Student permit	\$25.00
(13)	Issuance of any duplicate copy of a license, certificate, or permit	\$10.00
(14)	Barber school permit or renewal	\$130.00
(15)	Late fee for restoration of an expired barber school certificate	\$85.00
(16)	Barber school instructor certificate or renewal	\$85.00
(17)	Late fee for restoration of an expired barber school instructor certificate within first year after expiration	\$45.00
(18)	Late fee for restoration of an expired barber school instructor certificate after first year after expiration but within three years after expiration	\$85.00
(19)	Inspection of newly established barbershop	\$120.00
(20)	Inspection of newly established barber school	\$220.00
(21)	Issuance of a registered barber or apprentice certificate by certification	\$120.00
(22)	Charge for certified copies of public documents \$10.00 for first page, \$0.25 per page thereafter	
(23)	Charge for duplication services and material shall be as set forth in 26 NCAC 01 .0103(a), including any subsequent amendments and editions of the Rule	
(24)	Certificate of registration or renewal as a barber for barbers over 70 years of age	\$0.00
(25)	Administrative fee under G.S. 86A-27(d) for paying any required fee for renewal or restoration, or a civil penalty and attorney fee, where the apprentice barber or registered barber is subject to a pick-up order issued to an inspector.	\$70.00

(b) Except as set forth in Paragraph (c) of this Rule, if an applicant is unable to attend an examination, he or she may request a refund of the fee. To request the refund, the applicant shall submit a written request to the address listed in 21 NCAC 06A .0102 at least 10 days before the scheduled examination.

(c) If an applicant submits a request for a refund of examination fees later than 10 days before the scheduled examination, the Board shall consider the request on a case-by-case basis and only grant the request if the applicant demonstrates good cause for not complying with Paragraph (b) of this Rule. For the purpose of this Rule, "good cause" means that the applicant could not have submitted the written request as set forth in Paragraph (b) of this Rule due to circumstances such as illness, injury, or death in the family.

(d) Renewal and late fees set forth in Paragraph (a) of this Rule are nonrefundable.

(e) In the event the Board's authority to expend funds is suspended pursuant to G.S. 93B-2, the Board shall continue to issue and renew licenses and all fees tendered shall be placed in the escrow account maintained by the Board for this purpose.

(f) The forms set forth in this Subchapter may be obtained on the website or at the address listed in 21 NCAC 06A .0102.

(g) All timely renewals of licenses, permits, or certificates of registration shall be submitted online at the Board's website, along with any fees required by this Rule.

(h) Barber school permits shall be exempt from the online renewal requirement in Paragraph (g) of this Rule.

(i) Registered barbers, apprentice barbers, barber instructors, or barber shops that are unable to comply with the online requirement of Paragraph (g) of this Rule may submit the renewal and payment by mail or in person after

receiving a waiver from the Board. This waiver shall be effective only for one renewal period. The Board shall issue a waiver within five business days after receiving the following:

- (1) For registered barbers, apprentice barbers, or barber instructors, a statement from the holder of the license, permit, or certificate of registration that the individual is not able to renew online; or
- (2) For barber shops, a statement from the manager or owner that neither the manager nor owner are able to renew online.

*History Note:* Authority G.S. 86A-5; 86A-25; 86A-27(d); 93B-2;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. April 1, 2010; September 1, 2009; June 1, 2008; April 1, 2005; May 1, 1989; March 1, 1983;  
Readopted Eff. July 1, 2016;  
Amended Eff. April 1, 2022; February 1, 2019; January 1, 2018; April 1, 2017;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. February 9, 2024.

### **21 NCAC 06N .0102 FORM BAR-1**

(a) The Form BAR-1 shall be filed when one applies to open or manage a new barber shop. It requests the following:

- (1) the name and address of the shop;
- (2) the name, address, and certificate number of the manager;
- (3) the name and address of the shop owner;
- (4) the physical dimensions of the shop;
- (5) the shop business hours;
- (6) the type of fixtures installed; and
- (7) the date the shop will be ready for inspection.

(b) The fee required by Rule .0101(a)(19) of this Section shall accompany this form.

(c) The Form BAR-1 shall include the applicant's attestation that the information in the form is correct.

*History Note:* Authority G.S. 86A-1; 86A-13; 86A-15; 86A-25;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Curative Amended Eff. April 6, 1983;  
Amended Eff. May 1, 1989;  
Readopted Eff. July 1, 2016;  
Amended Eff. February 1, 2021; October 1, 2020;  
Temporary Amendment Eff. May 10, 2023;  
Temporary Amendment Exp. February 26, 2024.

### **21 NCAC 06N .0103 FORM BAR-2**

(a) The Form BAR-2 shall be filed when there is a change of management at any barber shop. It requires the following:

- (1) the name, mailing address, and permit number of the barber shop before the change of management;
- (2) the name of the barber shop after the change of management, if the barber shop name changes;
- (3) the name, address, and certificate number of the new manager or managers;
- (4) if the barber shop was closed at the time the Form BAR-2 was submitted, the date of closure; and
- (5) the former manager's name and certificate number.

(b) The Form BAR-2 shall be notarized.

*History Note:* Authority G.S. 86A-1; 86A-25;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;

*Amended Eff. March 1, 1983;*  
*Legislative Objection Lodged Eff. March 7, 1983;*  
*Curative Amended Eff. April 6, 1983;*  
*Amended Eff. May 1, 1989;*  
*Readopted Eff. October 1, 2016;*  
*RRC objection due to lack of statutory authority Eff. April 20, 2023.*

**21 NCAC 06N .0104 FORM BAR-3**

- (a) The Form BAR-3 shall be filed for permission to enroll in barber school. It requires the following:
- (1) the name, address, social security number, and birth date of the applicant;
  - (2) the applicant's prior barber school attendance, if any;
  - (3) the name of the school enrolled;
  - (4) the date of enrollment; and
  - (5) the school manager's attestation that the information in the form is correct.
- (b) The fee in 21 NCAC 06N .0101(a)(12) shall accompany this form.

*History Note: Authority G.S. 86A-18; 86A-22; 86A-25; 93B-14;*  
*Eff. February 1, 1976;*  
*Readopted Eff. February 8, 1978;*  
*Amended Eff. March 1, 1983;*  
*Legislative Objection Lodged Eff. March 7, 1983;*  
*Curative Amended Eff. April 6, 1983;*  
*Amended Eff. September 1, 2013; May 1, 1989;*  
*Readopted Eff. October 1, 2016;*  
*Amended Eff. October 1, 2020;*  
*Temporary Amendment Eff. May 10, 2023;*  
*Temporary Amendment Exp. February 26, 2024.*

**21 NCAC 06N .0105 FORM BAR-4**

- (a) The Form BAR-4 shall be filed by one applying to take the examination to receive a registered apprentice certificate. It requires the following:
- (1) the name, address, social security number, and birthdate of the applicant;
  - (2) the name of any barber school attended and the date of enrollment and graduation; and
  - (3) the place of proposed employment as an apprentice barber.
- (b) The fee in Rule .0101(a)(5) of this Section shall be submitted with the application.
- (c) The Form BAR-4 shall include the applicant's attestation that the information in the form is correct.

*History Note: Authority G.S. 86A-1; 86A-10; 86A-24; 86A-25; 93B-14;*  
*Eff. February 1, 1976;*  
*Readopted Eff. February 8, 1978;*  
*Amended Eff. March 1, 1983;*  
*Legislative Objection Lodged Eff. March 7, 1983;*  
*Curative Amended Eff. April 6, 1983;*  
*Amended Eff. September 1, 2013; May 1, 1989;*  
*Readopted Eff. July 1, 2016;*  
*Amended Eff. October 1, 2020; January 1, 2017;*  
*Temporary Amendment Eff. May 2, 2023;*  
*Temporary Amendment Exp. Eff. February 9, 2024.*

**21 NCAC 06N .0106 FORM BAR-5**

- (a) The Form BAR-5 shall be filed by one applying to take the examination to receive a registered barber certificate. It requires the following:
- (1) the name, address, social security number, and birthdate of the applicant;
  - (2) barber school training; and
  - (3) the length of barbering experience.
- (b) The Form BAR-5 shall include the applicant's attestation that the information in the form is correct.

(c) The fee in 21 NCAC 06N .0101(a)(4) shall accompany this form.

*History Note:* Authority G.S. 86A-1; 86A-3; 86A-10; 86A-25; 93B-14;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Curative Amended Eff. April 6, 1983;  
Amended Eff. September 1, 2013; May 1, 1989;  
Readopted Eff. October 1, 2016;  
Amended Eff. October 1, 2020;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.

**21 NCAC 06N .0107 FORM BAR-6**

(a) The Form BAR-6 shall be filed by one applying to take an examination as a barber school instructor. It requires the following:

- (1) the name, address, social security number, and birthdate of the applicant;
- (2) the current registered certificate number;
- (3) the name of barber school attended; and
- (4) the proposed place of employment, if any.

(b) The fee in Rule .0101(a)(11) of this Section shall accompany this form.

(c) The Form BAR-6 shall include the applicant's attestation that the information in the form is correct.

*History Note:* Authority G.S. 86A-23; 86A-25; 93B-14;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Curative Amended Eff. April 6, 1983;  
Amended Eff. May 1, 1989;  
Readopted Eff. July 1, 2016;  
Amended Eff. October 1, 2020;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.

**21 NCAC 06N .0108 FORM BAR-7**

*History Note:* Authority G.S. 86A-1; 86A-12; 86A-25;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Curative Amended Eff. April 6, 1983;  
Amended Eff. September 1, 2013; May 1, 1989;  
Repealed Eff. October 1, 2016.

**21 NCAC 06N .0109 FORM BAR-8**

(a) The Form BAR-8 shall be filed by one who has practiced as a barber in a state other than North Carolina for three years or more and is applying to obtain a certificate as a registered barber in North Carolina. It requires the following:

- (1) the name, address, social security number, and birthdate of the applicant;
- (2) the name and address of any barber school attended in another state; and
- (3) barbering experience and the status of each barber license in another state.

(b) The fee in Rule .0101(a)(21) of this Section shall accompany this form.

(c) The Form BAR-8 shall include the applicant's attestation that the information in the form is correct.

(d) The Form BAR-8 shall be accompanied by verification from the applicant's out-of-state agency of the applicant's licensure in that state.

*History Note:* Authority G.S. 86A-1; 86A-12; 86A-25;  
Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Curative Eff. April 6, 1983;  
Amended Eff. September 1, 2013; May 1, 1989;  
Readopted Eff. July 1, 2016;  
Amended Eff. October 1, 2020; January 1, 2017;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.

**21 NCAC 06N .0110 FORM BAR-9**

- (a) The Form BAR-9 shall be filed when one applies to open a new barber school. It requires the following:
- (1) the date the barber school will be ready for the Board inspection;
  - (2) the name and address of the barber school;
  - (3) the name and address of the owner;
  - (4) the name and address of the manager;
  - (5) the names, instructor certificate numbers, and address of the instructors;
  - (6) the physical dimensions of the barber school;
  - (7) the number of barber chairs, tool cabinets, towel cabinets, and lavatories; and
  - (8) a copy of the bond or alternative to a bond required by G.S. 86A-22(7)(a) or a request for waiver under G.S. 86A-22(7)(c).
- (b) The Form BAR-9 shall include the applicant's attestation that the information in the form is correct.
- (c) The Form BAR-9 shall be accompanied by the fee in 21 NCAC 06N .0101(a)(20).

*History Note:* Authority G.S. 86A-1; 86A-22;  
Eff. March 1, 1983;  
Amended Eff. May 1, 1989;  
Readopted Eff. August 1, 2016;  
Amended Eff. October 1, 2020;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.

**21 NCAC 06N .0111 FORM BAR-10**

- (a) Each barber school shall submit the Form BAR-10 monthly for each student enrolled in barber school. The Form BAR-10 shall include the following:
- (1) the name of the school submitting the report;
  - (2) the student's name;
  - (3) the month and year for which the report is filed; and
  - (4) the number of hours the student attended during the month and year for which the report is filed.
- (b) The school shall submit Form BAR-10 to the Board online at the website address listed in 21 NCAC 06A .0102.
- (c) Notwithstanding the requirement in Paragraph (b) of this Rule to submit the Form BAR-10 online, if a student completes his or her course of study, drops out of school, or transfers to another school, the barber school shall submit a paper version of the Form BAR-10 to the Board:
- (1) within five business days; or
  - (2) within 30 days if the student's enrollment ends during the effective period of a state of emergency declared by the Governor.

*History Note:* Authority G.S. 86A-22;  
Eff. May 1, 1989;  
Readopted Eff. July 1, 2016;  
Emergency Adoption Eff. March 27, 2020;  
Temporary Adoption Eff. June 1, 2020;  
Amended Eff. January 1, 2024; February 1, 2021.

### **21 NCAC 06N .0112 FORM BAR-11**

(a) The Form BAR-11 shall be filed by an individual who has military training and expertise and who wants to apply to become a registered barber pursuant to 21 NCAC 06K .0112. It requires the following:

- (1) the name, address, social security number, and birthdate of the applicant; and
- (2) copies of the military service records showing the applicant's military certification and experience in barbering.

(b) The applicant shall submit with the Form BAR-11 a certification letter from the applicant's out-of-state agency of the applicant's licensure if the conditions set forth in 21 NCAC 06K .0112(b) apply.

(c) The Form BAR-11 shall include the applicant's attestation that the information in the form is correct.

*History Note: Authority G.S. 86A-1; 86A-12; 93B-14; 93B-15.1;  
Eff. May 1, 1989;  
Amended Eff. September 1, 2013;  
Readopted Eff. July 1, 2016;  
Amended Eff. October 1, 2020; April 1, 2017;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.*

### **21 NCAC 06N .0113 FORM BAR-12**

(a) The Form BAR-12 shall be filed by an individual who has practiced as a barber pursuant to Rule 21 NCAC 06K .0113. It requires the following:

- (1) the name, address, social security number, and birthdate of the applicant; and
- (2) copies of the military service records showing that the applicant's spouse is serving in the military, along with evidence of the marriage, such as a copy of the marriage license.

(b) The applicant shall submit with the Form BAR-12 a certification letter from the applicant's out-of-state agency of the applicant's licensure.

(c) The Form BAR-12 shall include the applicant's attestation that the information in the form is correct.

*History Note: Authority G.S. 86A-1; 86A-25; 93B-14; 93B-15.1;  
Eff. April 1, 2017;  
Amended Eff. October 1, 2020.*

### **21 NCAC 06N .0114 EXTENSIONS FOR MEMBERS OF THE ARMED FORCES**

(a) If an individual is licensed or owns a business licensed under G.S. 86A, is serving in the Armed Forces of the United States, and has received an extension of time to file a tax return under G.S. 105-249.2, the Board shall waive the following fees for the same period that would apply if the license fee were a tax:

- (1) the late fee for restoration of an expired barber certificate within the first year after expiration as set forth in 21 NCAC 06N .0101(a)(6);
- (2) the late fee for restoration of an expired barber certificate after the first year after expiration but within five years after expiration as set forth in 21 NCAC 06N .0101(a)(7);
- (3) the late fee for restoration of an expired apprentice certificate within the first year after expiration as set forth in 21 NCAC 06N .0101(a)(8);
- (4) the late fee for restoration of an expired apprentice certificate after the first year after expiration but within three years of first issuance of the certificate as set forth in 21 NCAC 06N .0101(a)(9);
- (5) if the individual serving in the Armed Forces is the barbershop manager or owner, the late fee for restoration of an expired barber shop certificate as set forth in 21 NCAC 06N .0101(a)(10);
- (6) if the individual serving in the Armed Forces is the barber school manager or owner, the late fee for restoration of an expired barber school certificate as set forth in 21 NCAC 06N .0101(a)(15);
- (7) the late fee for restoration of an expired barber school instructor certificate within the first year after expiration as set forth in 21 NCAC 06N .0101(a)(17); and
- (8) the late fee for restoration of an expired barber school instructor certificate after the first year after expiration but within three years after expiration as set forth in 21 NCAC 06N .0101(a)(18).

(b) To receive any extension as set forth in Paragraph (a) of this Rule, the individual shall submit the following to the Board at the address in 21 NCAC 06A .0102:

- (1) a written request that states what extension he or she is seeking; and

- (2) a copy of the documentation from the North Carolina Department of Revenue granting the extension under G.S. 105-249.2.

*History Note:* Authority G.S. 93B-15(a);  
Eff. April 1, 2017;  
Temporary Amendment Eff. May 2, 2023;  
Temporary Amendment Exp. Eff. February 9, 2024.

**21 NCAC 06N .0115 EXTENSION OF RENEWAL DEADLINES DURING COVID-19 STATE OF EMERGENCY**

*History Note:* Authority S.L. 2020-3, s. 4.38.(b);  
Emergency Adoption Eff. May 19, 2020, to expire pursuant to S.L. 2020-3, s. 4.38.(e);  
Emergency Adoption Expired Eff. August 1, 2020 pursuant to S.L. 2020-3, s. 4.38.(e).

**21 NCAC 06N .0116 FORM BAR-13**

*History Note:* Authority G.S. 86B-30;  
Temporary Adoption Eff. May 10, 2023;  
Temporary Rule Expired Eff. February 26, 2024.

**21 NCAC 06N .0117 REQUEST FOR TEMPORARY PERMIT**

(a) An individual who wishes to request a temporary permit shall submit the following information using the form available at the website listed in 21 NCAC 06A .0102:

- (1) the requester's name, mailing address, phone number, and email address;
- (2) if the requester attended a North Carolina barber school, the name of the school;
- (3) the type of license application the requester has submitted; and
- (4) the name, permit number, and physical address of the barbershop where the requester would like to work.

(b) Except as set forth in Paragraph (c) of this Rule, the Board shall not accept requests for temporary permits submitted in paper form.

(c) If an individual wishes to submit a request for a temporary permit in paper form because he or she cannot submit the request online, the individual shall submit a paper version of the form in Paragraph (a) of this Rule to the address listed in 21 NCAC 06A .0102, along with an explanation for why the request cannot be submitted online. The individual may request the paper version of the form by contacting the board at the phone number, email, or mailing address in 21 NCAC 06A .0102. The Board shall determine whether good cause exists for the individual not to submit a request online. For the purpose of this Rule, "good cause" means that the applicant could not have submitted the request online as set forth in Paragraph (a) of this Rule due to circumstances such as disability or lack of access to a computer or mobile device.

*History Note:* Authority G.S. 86B-2; 86B-27;  
Eff. August 1, 2023.