

## **Establishment Certificate of Registration Requirements**

- a) The operator of a body art establishment shall maintain a current certificate of registration from the Department, to be renewed annually. The owner shall file an application with the Department using an application provided by the Department and shall include all of the following information:
  - 1) *The applicant's name, address, telephone number, and age. To qualify for the certificate of registration, the applicant shall be at least 18 years of age;*
  - 2) *The name, address, and phone number of the establishment;*
  - 3) *The type and year of manufacture of equipment proposed to be used for body art, if available;*
  - 4) A floor plan of the premises, showing the location of required facilities and work stations;
  - 5) *The sterilization and operational procedures to be used by the establishment (Section 15 of the Act);*
  - 6) The total number of work stations located in the establishment. This number shall include all work stations, whether utilized or not.
- b) With each annual certificate of registration application, the applicant shall submit a \$500 non-refundable fee. The \$500 non-refundable fee shall satisfy the cost of the certificate of registration and the registration of one work station. For each additional work station located in the facility, applicants shall submit, at the time of application, an additional \$50 non-refundable fee.
- c) Any attempt to obtain a certificate of registration by means of fraud, misrepresentation or concealment is prohibited.
- d) *The certificate of registration issued by the Department shall be conspicuously displayed within the sight of clients upon entering the establishment.*
- e) *Registration is valid for a single location and only for the operator named on the certificate. Registration is not transferable. (Section 35 of Act)*

- f) *In the event of a change of ownership, the new owner must apply for a certificate of registration prior to the opening of the property. (Section 40 of Act)*