

## **REQUIREMENTS AND INSTRUCTIONS FOR OBTAINING OR RENEWING A MASSAGE TECHNICIAN PERMIT AND LICENSE**

**Applications are accepted/processed Monday through Thursday, 8:00am to 3:00pm**

### **NEW APPLICATION REQUIREMENTS:**

1. Application
2. Personal Affidavit
3. **\$100.00** Application Fee
4. Five letters of personal reference
5. Two recent passport size (2" X 2") photographs. You may supply your own photos OR the City Clerk's Office will take your picture at a cost of **\$12.00** for two photos.
6. Proof of 150 hours of training through a diploma, certified copy of a certificate of graduation or transcript sent directly to the City Clerk's office from a recognized School of Massage.
7. A doctor's certificate, issued within 30 days of application, stating that the applicant is **free of any contagious or communicable disease, including tuberculosis.**
8. Fingerprinting: When you bring in the above items, the City Clerk's office will complete the necessary paperwork and send you to our Fingerprinting Department. A fee of **\$81.00** is required.

Upon approval of the application, a **\$100.00** license fee is required. The annual License is from July 1 to July 1 and is pro-rated on the first term.

### **RENEWAL REQUIREMENTS:**

1. Application
2. Personal Affidavit
3. **\$100.00** Application Fee
4. Two recent passport size (2" X 2") photographs. You may supply your own photos OR the City Clerk's Office will take your picture at a cost of **\$12.00** for two photos.
5. A doctor's certificate, issued within 30 days of application, stating that the applicant is **free of any contagious or communicable disease, including tuberculosis.**
6. Fingerprints are required every 3 years for renewals.
7. License (BAT) and Permit (BMP) must be current.