



Instructions and Application Form for a Philadelphia Body Art Artist/Apprentice Certificate

1. Philadelphia Body Art Establishments must have a valid, certified Philadelphia Body Art Artist present at all times.
2. These designated employees must complete a Bloodborne Pathogens (BBP) training that is approved by the Philadelphia Department of Public Health and must obtain an official Philadelphia Department of Public Health Body Art Artist/Apprentice Certificate (Certificate).
3. The Certificate must be posted at the body art establishment where the public can easily view it.
4. All artist certificates and tattoo apprentice certificates are valid for three (3) years and all body piercing apprentice certificates are valid for one and a half (1.5) years.
5. To apply for a Certificate, an applicant can apply in person or by mail to the Philadelphia Department of Public Health, Environmental Engineering Office, 321 University Avenue, Philadelphia, PA 19104.
6. To apply for a Certificate or a Replacement Certificate, an applicant must submit:
 - a. A copy of the BBP training certificate (for Body Art Artists only), and
 - b. A completed application for a Philadelphia Department of Public Health Body Art Artist/Apprentice Certificate (available online), and
 - c. A **cashier's check or money order** for \$40 made payable to *Philadelphia Health Department – EHS*, and
 - d. Official documentation stating that he/she has been conducting this work full time for at least three (3) years (for new Philadelphia Body Art Artists only).
 - e. For an apprentice, a letter (stating that the certified Body Art Artist is taking the applicant on as a Body Art Apprentice) signed by both the artist and apprentice must be submitted with the application.
 - f. For a replacement certificate, a cashier's check or money order for \$65 payable to *Philadelphia Health Department – EHS*, along with a written statement of the reason why a replacement certificate is needed, must be submitted with the application.
7. Within a maximum of 30 business days after receipt of a complete application, the Environmental Engineering Office will mail the Certificate to the mailing address provided on the application submitted by the applicant or notify the applicant his/her Certificate is available for pick up.

Philadelphia Department of Public Health
Environmental Engineering Office
321 University Avenue – 2nd Floor
Philadelphia, PA 19104
215-685-7342

<http://www.phila.gov/health/environment/EnvirEng.html>

Health.BodyArt@Phila.gov



Body Art Artist/Apprentice Certificate Application

Office of Environmental Engineering

321 University Avenue, 2nd Floor

Philadelphia, PA 19104

<http://www.phila.gov/health/environment/tattoo.html>

**CERTIFICATES ARE NOT TRANSFERABLE
PLEASE PRINT CLEARLY**

1. APPLICATION INFORMATION	
<u>Type of Application:</u> <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement	<u>Date:</u>
I hereby make application to the Philadelphia Department of Public Health for a certificate to operate as a: <input type="checkbox"/> Tattoo Artist <input type="checkbox"/> Tattoo Apprentice <input type="checkbox"/> Body Piercing Artist <input type="checkbox"/> Body Piercing Apprentice	
2. APPLICANT INFORMATION	
<u>Name (as appears on license):</u>	
<u>Home Mailing Address (Number & Street, Box or Route):</u>	
<u>City, State, Zip:</u>	
<u>Email Address:</u>	<u>Phone #:</u>
<u>Body Art Establishment Name:</u>	<u>Establishment Certificate #:</u>
<u>Name of Artist to Apprentice Under (if applicable):</u>	<u>Artist Certificate #:</u>
3. SUPPORTING DOCUMENTS	
PLEASE SUBMIT COPIES OF DOCUMENTATION TO SUPPORT THE FOLLOWING:	
<input type="checkbox"/> CURRENT PHILADELPHIA BODY ART ARTIST/APPRENTICE CERTIFICATE (if applicable) Certificate # _____ Expiration Date _____	
<input type="checkbox"/> BLOODBORNE PATHOGEN CERTIFICATION (for artists only)	
<input type="checkbox"/> THREE YEARS OF OFFICIAL DOCUMENTATION (for new artists only) <input type="checkbox"/> Tax Records <input type="checkbox"/> License/Permit/Certificate <input type="checkbox"/> Other _____	
<input type="checkbox"/> SIGNED LETTER OF AGREEMENT (for apprentices only)	
<input type="checkbox"/> WRITTEN LETTER FOR REPLACEMENT CERTIFICATE	



4. CERTIFICATE FEES

\$40.00 for each **new** or **renewed** Body Art Artist/Apprentice Certificate

\$65.00 for a replacement certificate for a current Body Art Artist/Apprentice

**FEES MUST BE PAID BEFORE A CERTIFICATE IS ISSUED. FEES ARE NON-REFUNDABLE.
RETURNED PAYMENT CAN DELAY CERTIFICATE ISSUANCE.**

I, the undersigned, certify that the information I have provided is a true and complete statement according to my knowledge and belief. I certify that I have read, understand, and agree to comply with the *Regulations Governing Operation and Conduct of Tattoo and Body Piercing Establishments*.

(Applicant Signature)

(Date)

MAIL COMPLETED APPLICATION FORM AND PAYMENT TO:

Philadelphia Department of Public Health – EHS
Environmental Engineering Office
321 University Avenue – 2nd Floor
Philadelphia, PA 19104

- * Make cashier’s checks or money orders payable to *Philadelphia Health Department – EHS*.
- * Do not mail cash and do not mail fees without a completed application form.

Indicate how you would like to receive the Certificate:

- Please mail the certificate to the mailing address noted on this application.
- Please notify me when the certificate is ready for pick-up.