

## 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 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 <u>replacement certificate</u>, a 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.
- \* please contact our office via email if you would like to pay the fee online

Philadelphia Department of Public Health Environmental Engineering Office 321 University Avenue – 2<sup>nd</sup> Floor Philadelphia, PA 19104 215-685-7344

https://www.phila.gov/departments/department-of-public-health/for-business-owners/body-art/

Health.BodyArt@Phila.gov



## **Body Art Artist/Apprentice Certificate Application**

Office of Environmental Engineering 321 University Avenue, 2nd Floor Philadelphia, PA 19104

## CERTIFICATES ARE NOT TRANSFERABLE PLEASE PRINT CLEARLY

1. APPLICATION INFORMATION	
Type of Application:	Date:
□ Initial □ Renewal □ Replacement	
I hereby make application to the Philadelphia Department of Public Health for a certificate to operate as a:	
□ Tattoo Artist □ Tattoo Apprentice □ E	Body Piercing Artist
2. APPLICANT INFORMATION	
Name (as appears on license):	
Home Mailing Address (Number & Street, Box or Route):	
City, State, Zip:	
Email Address:	Phone #:
· · · · · · · · · · · · · · · · · · ·	
Body Art Establishment Name:	Establishment Certificate #:
Name of Artist to Apprentice Under (if applicable):	Artist Certificate #:
3. SUPPORTING DOCUMENTS	
PLEASE SUBMIT COPIES OF DOCUME	NTATION TO SUPPORT THE FOLLOWING:
☐ CURRENT PHILADELPHIA BODY ART ARTIST/APPRENTICE CERTIFICATE (if applicable)	
Certificate #	Expiration Date
□ BLOODBORNE PATHOGEN CERTIFICATION (for artists only)	
☐ THREE YEARS OF OFFICIAL DOCUMENTATION (for new artists only)	
□ Tax Records □ License/Permit/Ce	ertificate    Other
SIGNED LETTER OF AGREEMENT (for apprentices only)	
☐ 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 – 2<sup>nd</sup> Floor
Philadelphia, PA 19104

- \* Make money orders payable to *Philadelphia Health Department EHS*.
- \* Do not mail cash and do not mail fees without a completed application form.
- \* Our office does not accept personal, business, or cashier's checks.

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.