

### **Instructions and Application Form for a Philadelphia Body Art Establishment Certificate**

1. Philadelphia Body Art Establishments approved by the Philadelphia Department of Public Health must have a valid, official Philadelphia Department of Public Health Body Art Establishment Certificate (Certificate) provided at all times.
2. The Certificate must be posted at the Body Art Establishment where the public can easily view it.
3. Certificates are valid for one (1) year, after which the establishment must apply for a renewed certificate.
4. An establishment can apply in person or by mail to the Philadelphia Department of Public Health, Environmental Engineering Office, 321 University Avenue, Philadelphia, PA 19104.
5. To apply for a Certificate or a Replacement Certificate, an establishment must submit:
  - a. A completed application for a Philadelphia Department of Public Health Body Art Establishment Certificate (available online), and
  - b. A **money order** for \$100 made payable to *Philadelphia Health Department – EHS*.
  - c. For a replacement certificate, 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.
6. Within a maximum of 30 business days after receipt of a complete application, the Environmental Engineering Office will mail the Philadelphia Body Art Establishment Certificate to the establishment address provided on the application submitted or notify the establishment that the 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](mailto:Health.BodyArt@Phila.gov)

**Body Art Establishment Certificate Application**  
Office of Environmental Engineering  
321 University Avenue, 2nd Floor  
Philadelphia, PA 19104

**CERTIFICATES ARE NOT TRANSFERABLE**  
**PLEASE PRINT CLEARLY**

1. APPLICATION INFORMATION	
<u>Type of Application:</u>  <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement	<u>Date:</u>  
2. ESTABLISHMENT INFORMATION	
<u>Name of Establishment:</u>  	
<u>Establishment Address (Number and Street):</u>  	
<u>City, State, Zip:</u>  	
<u>Establishment Phone #:</u>  	<u>Establishment Fax #:</u>  
<u>Licensee:</u>  	<u>Corporate Officer:</u>  
<u>Applicant Phone #:</u>  	<u>Email Address:</u>  
<p><b>I hereby make application to the Philadelphia Department of Public Health for a certificate to operate a:</b></p> <p align="center"> <input type="checkbox"/> Tattoo Establishment                      <input type="checkbox"/> Body Piercing Establishment         </p>	
3. HOURS OF OPERATION	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <u>Days and times:</u>            _____            _____         </div> <div style="width: 35%; border: 1px solid black; padding: 10px; text-align: center;">           Check here if by appointment only.  <input style="width: 40px; height: 20px; margin: 5px auto;" type="checkbox"/> </div> </div>	
4. ARTISTS / APPRENTICES	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Artist(s):</u> _____            _____            _____            _____         </div> <div style="width: 45%;"> <u>Apprentice(s):</u> _____            _____            _____            _____         </div> </div>	

## 5. CERTIFICATE FEES

**\$100.00** for an **annual** Body Art Establishment Certificate

**\$65.00** for a replacement certificate for a current Body Art Establishment

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

**NOTE: Establishment certificates expire on December 31<sup>st</sup> at the end of each year.**

A pre-opening visit is required for a new facility or change of ownership. An inspection by the Philadelphia Department of Public Health representative indicating the facility meets the *Regulations Governing Operation and Conduct of Tattoo and Body Piercing Establishments* is required prior to operation. Please see the *Body Art Plan Review for New Body Art Establishments* instructions and application form.

**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.