

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 must be submitted with the application. **The letter must include the establishment name, the establishment address, both the artist and apprentice signatures, and the date.**
 - f. 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.
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 – 2nd 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	
<u>Type of Application:</u> ☐ Initial ☐ Renewal ☐ Replacement	<u>Date:</u>
I hereby make application to the Philadelphia Department of Public Health for a certificate to operate as a: ☐ Tattoo Artist ☐ Tattoo Apprentice ☐ Body Piercing Artist ☐ 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:	
☐ 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/Certificate ☐ 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 – 2nd 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.