

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, 7801 Essington Avenue, Philadelphia, PA 19153.
- 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 7801 Essington Avenue Philadelphia, PA 19153 215-685-7344

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

Health.BodyArt@Phila.gov

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Body Art Artist/Apprentice Certificate Application

Office of Environmental Engineering 7801 Essington Avenue Philadelphia, PA 19153

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 ☐ I	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 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/Ce	ertificate Other	
☐ SIGNED LETTER OF AGREEMENT (for apprentices only)		
☐ WRITTEN LETTER FOR REPLACEMENT CERTIFICATE		

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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
7801 Essington Avenue
Philadelphia, PA 19153

- * 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.

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