

How to Submit Body Art License Application Online

The Boston Public Health Commission (BPHC) is now able to accept applications for Body Art Practitioner Licenses and payment of license application fees online through our new permitting website. We hope that this will be a convenience to you to allow streamlining of the process and the ability to monitor the status of your application(s). The instructions below will walk you through the process of creating an account on the system and starting the first license application. From there, the rest should be self-explanatory.

Please note that our site uses a 3rd party payment processor to process online payments. This company charges a processing fee of 3% on credit card transactions which is added to the cost of the license application fee at checkout. This fee goes to the processor and not BPHC.

1. Before you start your application, prepare scanned copies or high-quality pictures (JPG or GIF) of the following documents:
 - a. Photo ID (driver's license, passport, state ID, etc.)
 - b. Current Body Art License
 - c. Current certificate of completion of a first Aid/CPR training course
 - d. Current certificate of completion of a blood borne pathogens training course
 - e. PIERCERS ONLY: Proof of Anatomy & Physiology course completion
2. Visit www.aca3.acela.com/bphc
3. Create your account by clicking "New Users: Register for an Account"

BOSTON PUBLIC HEALTH COMMISSION

Accessibility Support [Register for an Account](#) [Login](#)

Search...

Home Permits Submit a Complaint

Advanced Search ▾

Welcome to the Boston Public Health Commission's Permitting Portal
Through this site you can access select environmental public health and permitting services 24 hours a day, 7 days a week. Once you create an account or log in to your existing account you will be able to submit reports of potential environmental health hazards or violations of the city's tobacco control regulations as well as apply for permits in the following fields:

- a. Asbestos Abatement
- b. Body Art Establishment Operating Permit and Practitioner License
- c. Medical Marijuana Dispensary Permit and Dispensary Agent Permit
- d. Nail Salon Operating Permit
- e. Tobacco Retailer Permit (renewals only)

What would you like to do today?
To get started, select one of the services listed below:

Permits [Search Your Permit Records](#)

Submit a Complaint [Search Your Records](#)

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

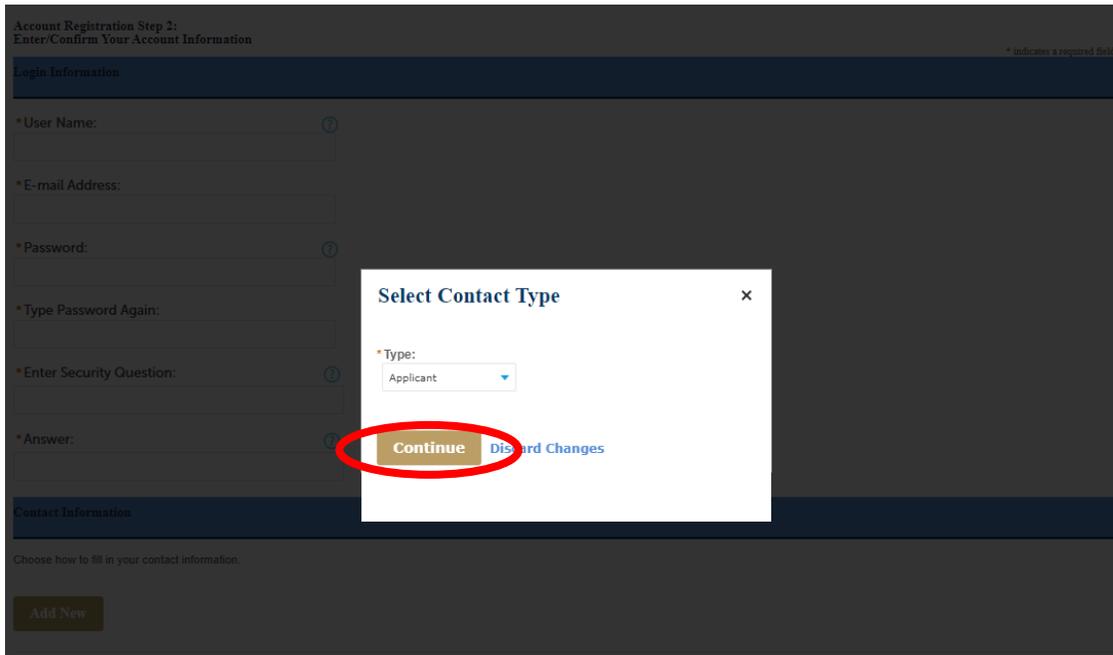
4. Create a username, password, and security question for your account.

The screenshot shows a web application interface for account registration. At the top, there is a navigation bar with links for "Home", "Permits", and "Submit a Complaint". A search bar is located in the top right corner. Below the navigation bar is an "Advanced Search" section. The main heading is "Account Registration Step 2: Enter/Confirm Your Account Information". A note indicates that an asterisk (*) denotes a required field. The "Login Information" section is highlighted with a blue background and contains the following fields: "User Name:", "* E-mail Address:", "* Password:", "* Type Password Again:", "* Enter Security Question:", and "* Answer:". Each field has a small question mark icon to its right. Below the "Login Information" section is the "Contact Information" section, which is also highlighted with a blue background. At the bottom left of the "Contact Information" section, there is a button labeled "Add New".

5. Add your contact information by selecting "Add New" which will bring up a popup window. Be sure that any popup blocker you have on your browser is off or that you've allowed popups for this site.

This screenshot is identical to the one above, showing the account registration form. The "Add New" button in the "Contact Information" section is circled in red. The rest of the form, including the navigation bar, search bar, and registration steps, is the same as in the previous image.

6. In the below screen, your contact type should be "Applicant." Click "Continue".



Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Select Contact Type

* Type:
Applicant

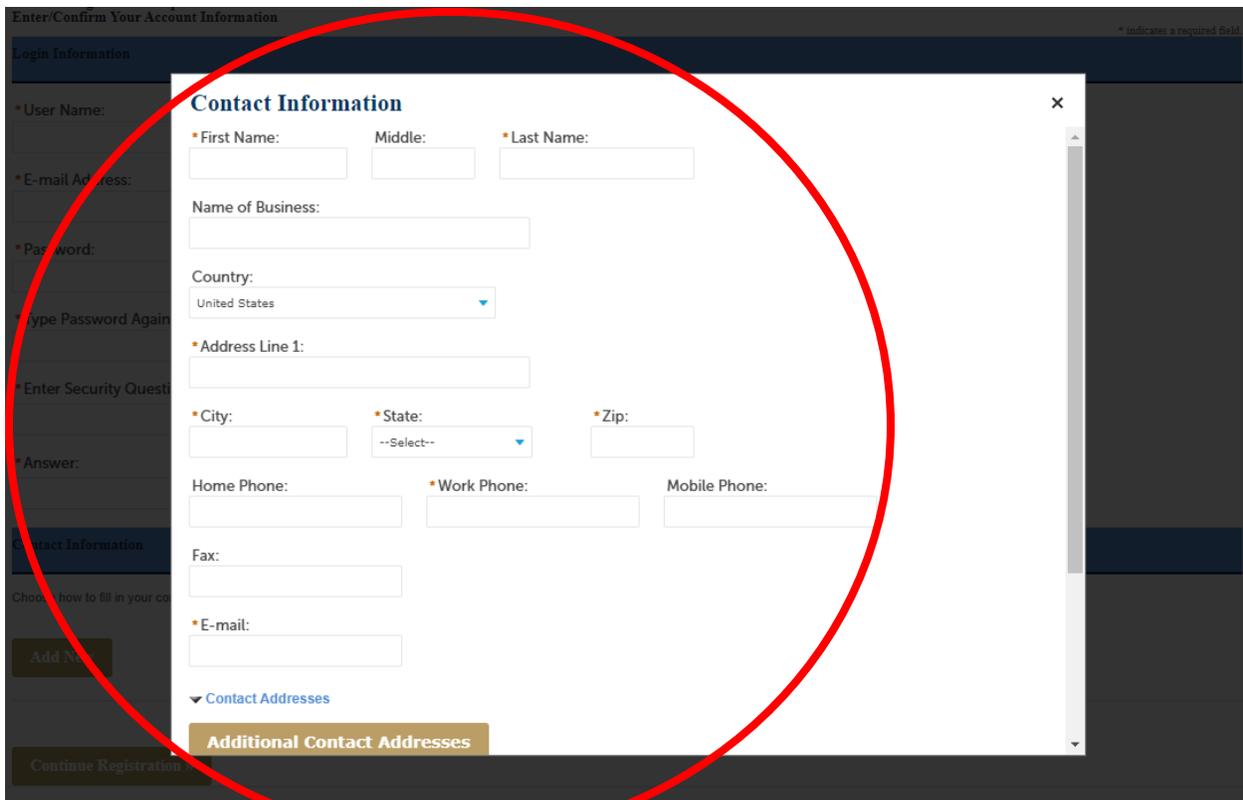
Continue [Discard Changes](#)

Contact Information

Choose how to fill in your contact information.

[Add New](#)

7. The address and phone number you provide can either be your home address or your workplace (shop) address.



Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

* First Name: Middle: * Last Name:

Name of Business:

Country:

* Address Line 1:

* City: * State: * Zip:

Home Phone: * Work Phone: Mobile Phone:

Fax:

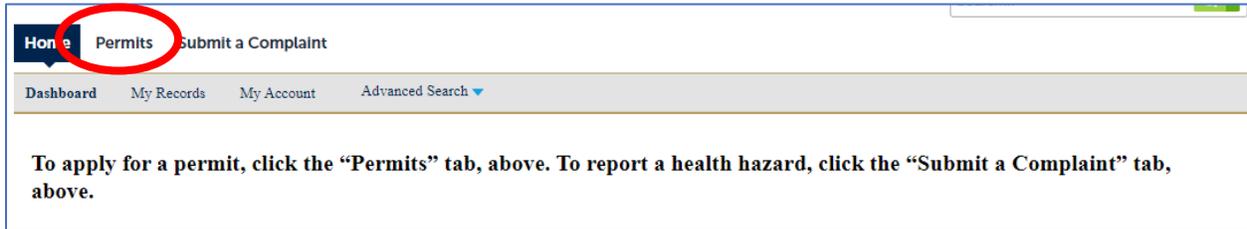
* E-mail:

▼ [Contact Addresses](#)

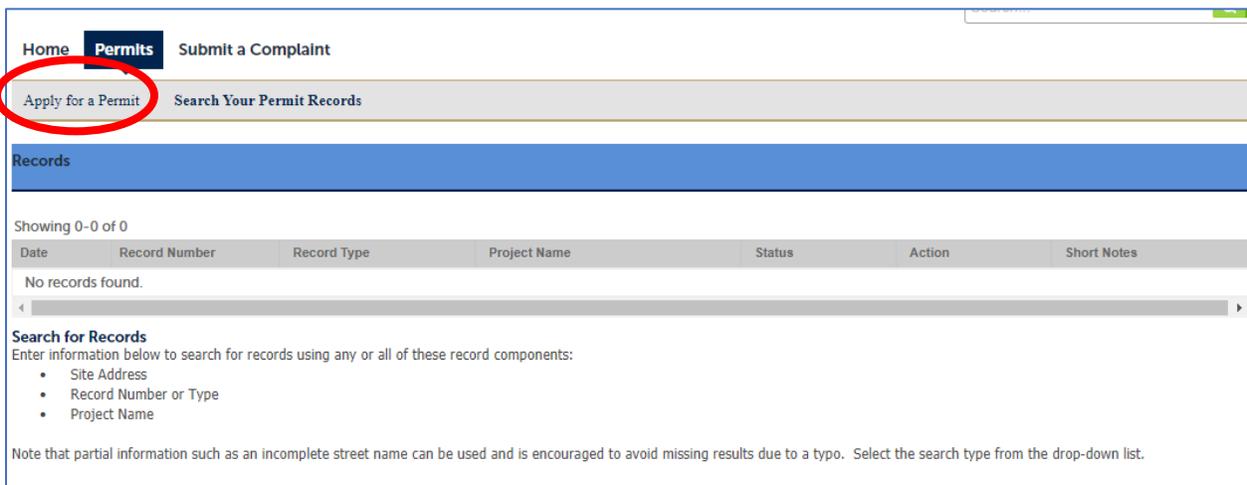
Additional Contact Addresses

[Continue Registration](#)

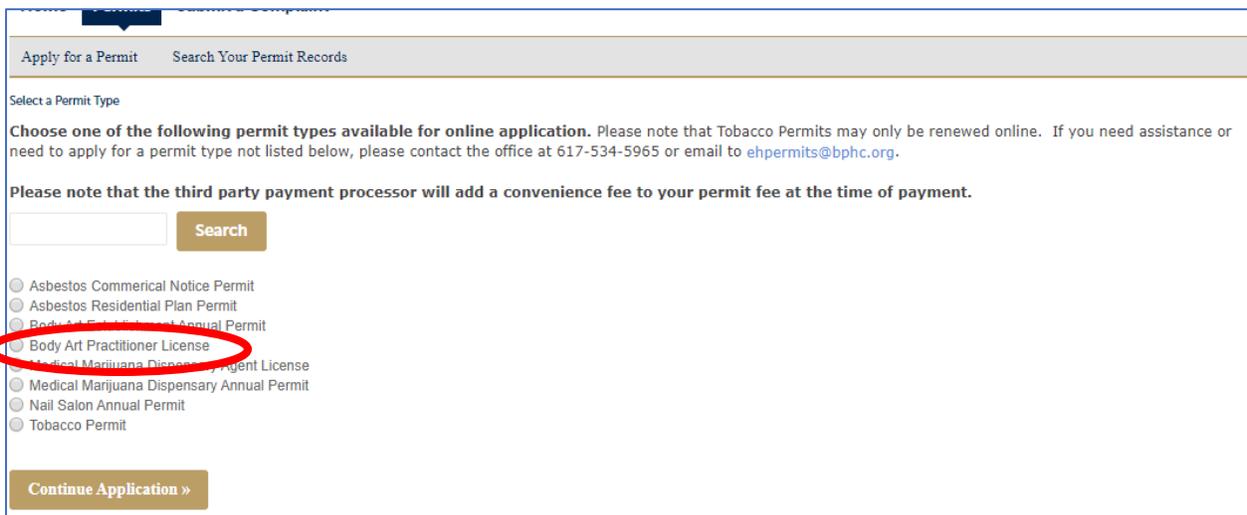
8. Once you have successfully added your contact information, click “Continue Registration”
9. At this point, you should be able to log in with the username and password you created.
10. To submit your application, click on the “Permits” tab



11. Click “Apply for a Permit”



12. You are applying for a “Body Art Practitioner License”



13. In Step 1: Applicant>Contact Information, choose “Select from Account” to automatically enter the name and contact info you entered for your user account. Then click “Continue Application” in the bottom left to move one to Step 2.

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Apply for a Permit Search Your Permit Records

Body Art Practitioner License

1 Applicant 2 Application 3 Attachments 4 Review 5 Pay Fees 6

Step 1: Applicant > Contact Information * indicates a required field.

Applicant

Enter information about the permit applicant including a mailing address and email address. Click the "select from account" button to automatically enter your user profile information.

Select from Account Add New

Continue Application » Save and resume later

14. In Step 2: Application>Supporting Information, fill out all the fields.
- Your “Application Type” is “Temporary”
 - Select all the services you are planning to provide at the Boston Tattoo Convention
 - Under “Establishment Name,” choose “BTC 2020” from the drop-down list

Body Art Practitioner License

1 Applicant 2 Application 3 Attachments 4 Review 5 Pay Fees 6

Step 2: Application > Supporting Information * indicates a required field.

Please provide the name and address of the Boston permitted body art establishment where you will be practicing. Applications cannot be processed without an identified establishment. For convention licenses, please provide the name, address, and contact info for the convention.

Detail Information

BODY ART PRACTITIONER

* Application Type: --Select--

Check if you are applying to tattoo?:

Check if you are applying to pierce?:

Check if you are applying for other body art practice?:

If other body art practice, specify:

* Establishment Name: --Select--

* Government-issued photo ID type: ? --Select--

State of issue of your photo ID: --Select--

* Photo ID/License number:

* Photo ID expiration date:

Check if you have a current or previous body art license: ?

Date this current/most recent license or certificate expires:

* First Aid / CPR Date of Certificate:

* Blood Borne Pathogen Training Completion Date:

15. Complete all the fields about your photo ID, your body art practitioner license, your certifications, etc. Please note that you must fill out all fields marked with an asterisk *. Only people planning to pierce at the Boston Tattoo Convention must have taken an Anatomy & Physiology course).

* Government-issued photo ID type:	<input type="text" value="Driver's License"/>
State of issue of your photo ID: *	<input type="text" value="FL"/>
* Photo ID/License number:	<input type="text" value="2357964335"/>
* Photo ID expiration date:	<input type="text" value="03/31/2025"/> 
Check if you have a current or previous body art license:	<input checked="" type="checkbox"/> 
Date this current/most recent license or certificate expires:	<input type="text" value="07/31/2020"/> 
* First Aid / CPR Date of Certificate:	<input type="text" value="12/05/2020"/> 
* Blood Borne Pathogen Training Completion Date:	<input type="text" value="12/05/2020"/> 
Anatomy & Physiology course completion date:	<input type="text"/>  
Have you been immunized against Hepatitis B?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Click "Continue Application" in the bottom left when you are done. If you missed anything required, the system will let you know and keep you on the page until it's complete.

16. Add all required documents, which are scanned copies of your:
- Photo ID (driver's license, passport, state ID, etc.)
 - Current Body Art License
 - Current certificate of completion for first Aid/CPR training course
 - Current certificate of completion for blood borne pathogens training course
 - PIERCERS ONLY: Proof of Anatomy & Physiology course completion

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Body Art Practitioner License

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Step 3: Attachments > Supporting Documents

Attachment

Attach copies of the following required documents. Applications missing required documents cannot be processed.

- Government-issued photo ID (driver's license, state ID, passport, etc.)
- Current/previous license or permit to practice body art
- Current first aid/CPR course completion certificate
- Current prevention of blood borne pathogens course completion certificate
- **(Piercers Only)** Anatomy and physiology course completion certificate

Documents can be submitted in the following formats: PDF, Microsoft Word, JPG, PNG.

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date
No records found.							

Add

Continue Application » Save

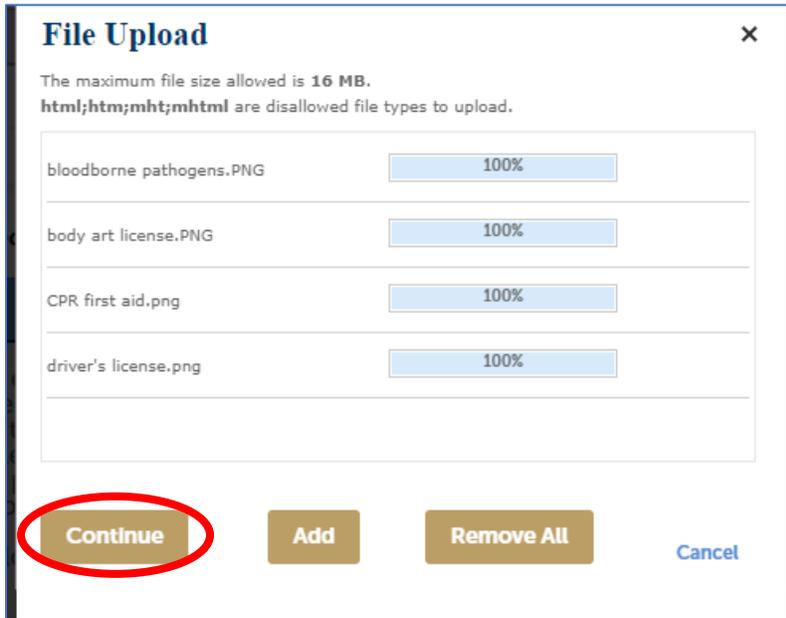
Click "Add" to get a popup window like this where you will click "Add" again to browse your computer for files to upload.

File Upload X

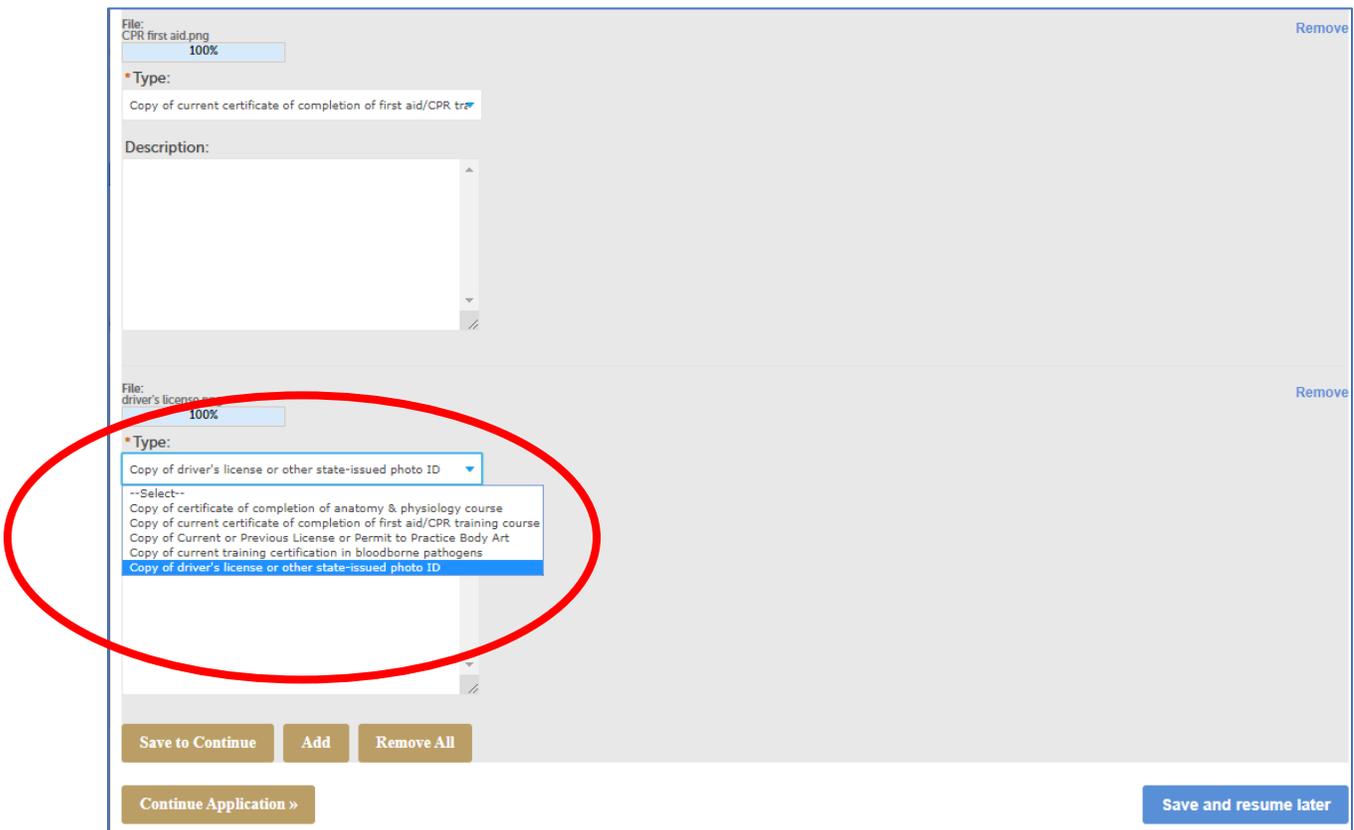
The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Continue **Add** Remove All Cancel

17. You may add more than one file at once. When you've selected all required documents, wait for the status of each file to be 100% and then click "Continue."



18. For each document you have uploaded, select the document type from the dropdown list.



19. Click "Save to Continue"

The screenshot shows a document upload interface with two entries. Each entry includes a file name, a progress indicator at 100%, a 'Type' dropdown menu, and a 'Description' text area. At the bottom of the interface, there are buttons for 'Save to Continue', 'Add', and 'Remove All'. A 'Continue Application »' button is circled in red, and a 'Save and resume later' button is visible in the bottom right corner.

20. All the documents you've attached will upload to the system. You will know they have finished uploading when their status is "Uploaded." You can then click "Continue Application"

Step 3 : Attachments > Supporting Documents * indicates a required field.

Attachment

Attach copies of the following required documents. Applications missing required documents cannot be processed.

- Government-issued photo ID (driver's license, state ID, passport, etc.)
- Current/previous license or permit to practice body art
- Current first aid/CPR course completion certificate
- Current prevention of blood borne pathogens course completion certificate
- **(Piercers Only)** Anatomy and physiology course completion certificate

Documents can be submitted in the following formats: PDF, Microsoft Word, JPG, PNG.

The maximum file size allowed is 16 MB.
html;htm;mhtml;htmli are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date	Size
bloodborne pathogens.PNG	Copy of current training certification in bloodborne pathogens		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	11.34 KB
driver's license.png	Copy of driver's license or other state-issued photo ID		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	538.97 KB
CPR first aid.png	Copy of current certificate of completion of first aid/CPR training course		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	538.97 KB
body art license.PNG	Copy of Current or Previous License or Permit to Practice Body Art		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	11.34 KB

Add

Continue Application » **Save and resume later**

21. Review the contents of your application. When ready, review the Statement of Consent at the bottom of the application, check the box to indicate that you have reviewed it and agree to its contents, and click “Continue Application.”

Attachment
Edit

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date	Size
bloodborne pathogens.PNG	Copy of current training certification in bloodborne pathogens		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	11.34 KB
driver's license.png	Copy of driver's license or other state-issued photo ID		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	538.97 KB
CPR first aid.png	Copy of current certificate of completion of first aid/CPR training course		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	538.97 KB
body art license.PNG	Copy of Current or Previous License or Permit to Practice Body Art		Actions ▼	Uploaded	12/05/2019	12/05/2019	12/05/2019	11.34 KB

the conduct of those body art practices for which I have applied, as listed on the license. I also understand that any notice to be mailed to me by the Boston Public Health Commission will be mailed to my address indicated on this application and a copy of such notice will also be mailed to the operator of the Body Art Establishment that I have indicated above.

I have received a copy of the Boston Public Health Commission Body Art Regulations. I have read and understand the obligations and requirements imposed upon a licensed Body Art Practitioner by those regulations. I also agree to comply with all of the regulation requirements specified in the Boston Public Health Commission Body Art Regulations while practicing in the City of Boston.

I certify that I have read and understand the instructions that accompany this application and I hereby certify, under penalties and pains of perjury, that to the best of my knowledge the information provided on this application is complete and accurate and in no way misrepresented.

By clicking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.
 Date: 12/05/2019

Continue Application »
Save and resume later

22. Click “Continue Application” to pay your application fee. You will be redirected to our payment processor’s website to enter your payment information. Once you have submitted your payment, you will be returned to the permit website and your application will be submitted to BPHC for processing. You’re all set for now.

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Body Art Practitioner License

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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on variable information such as total project cost, number of stations, etc. The following screen will display your total fees.

Application Fees	Qty.	Amount
Fees		
Temporary Practitioner Application Fee	1	\$75.00

TOTAL FEES: \$75.00

NOTE: This fee does not include an additional convenience fee charged by the payment processor which will be added on checkout.

Continue Application »