

REQUIREMENTS AND INSTRUCTION FOR OBTAINING A TEMPORARY TATTOO LICENSE



Please read the information below carefully. If any of the application requirements listed below are not met or your application is incomplete, the Health Licensing Office (HLO) will not be able to issue you a temporary license and you will not be allowed to perform tattoo services within the State of Oregon.

To receive a Temporary Tattoo License, you must:

- 1. Submit a completed application to the Health Licensing Office with a receipt date of no less than 20 days before the tattoo services are provided;**
- 2. Submit with the completed application, a Temporary License Application fee = \$50 and Original Temporary License fee = \$20;**
- 3. Submit **one** form of identification, front and back, legible (clear) photocopies If submitted by mail: **OAD 331-030-0000(8) lists acceptable government-issued ID; acceptable photographic ID includes; driver license, state ID card, passport or military ID card. (Note: Your name on any form of identification must be your current true and legal name and must match the name on application submitted).****
- 4. Submit proof of being at least 18 years of age and provide a copy of your birth certificate, or school/military/governmental record with age documented *if not already provided on photographic identification required above*;**
- 5. Submit, on the completed application, a United States-issued Social Security number or another country's government-issued identification that is the equivalent to a United States issued Social Security identification. **(Failure to provide your Social Security number, or equivalent if issued by another country, will be a basis to refuse to issue the license.)**;**
- 6. Submit proof of current training in blood-borne pathogens; and**
- 7. On the application you must: Attest to six months of training or experience performing tattooing, within the last two years, on a form prescribed by the HLO (*see the attestation section on the application*);**

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HEALTH LICENSING OFFICE
Board of Electrologists and Body Art Practitioners

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TEMPORARY TATTOO LICENSE APPLICATION

1. Applicant Information

APPLICANT NAME: LAST FIRST MIDDLE INITIAL

RESIDENTIAL PHYSICAL ADDRESS (REQUIRED)

CITY STATE ZIP

MAILING ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)

CITY STATE ZIP

PHONE: HOME CELL BUSINESS PHONE EMAIL

GENDER BIRTHDATE SOCIAL SECURITY NUMBER/OR EQUIVALENT IF ISSUED BY ANOTHER COUNTRY (REQUIRED):
 Female Male

Have you ever been known under any other name?
 No Yes – If yes, list full name(s):

Do you hold or have you previously held licensure, certification or registration with the Health Licensing Office or any other state? No Yes - If yes, please list information below.

State: Lic./Cert./Reg.# Expiration:

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List all facilities / events where you will be providing services for the **initial** 30-day license period. **Note:** License will be mailed to the first facility listed below.

FACILITY / EVENT LICENSE NUMBER	DATES SERVICES WILL BE PROVIDED START DATE → END DATE
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2. * (Complete This Section Only If Submitting Payment By Mail) *****

Method Of Payment For Application Fee = \$50; Temporary License Fee = \$20

Please check one: Cash Check Money order Purchase order Credit card (see below)

Type of Credit Card: Visa MasterCard Discover (Cardholder must either be the applicant or be present at the time application is submitted) **Do Not Fax or Email Credit Card Information**

Name on card: _____

Card number: _____ Exp: _____ Authorized amount: \$ _____

Cardholder signature: _____

Do not write in this section – Official use only

Initials _____ OTC ID Verified ID Type _____

3. Individual Records Questions: Please accurately answer all of the questions below. The Office may review your information through the Law Enforcement Data System, other governmental agencies, and private vendors to confirm the accuracy of the information. Any misrepresentation or failure to disclose information may result in disciplinary action.

● Are you now, or have you ever been, the subject of any active or inactive disciplinary action or voluntary resignation of a professional license, certificate, registration or permit imposed by a licensing or regulatory authority in this or any other state? Disciplinary action includes, but is not limited to, probation, suspension, civil penalty, or any other sanction limiting, in any way, a license, certificate, registration or permit. Yes No If yes, please explain (**attach additional pages if necessary**):

● Have you ever been convicted of a misdemeanor or felony? Yes No
If yes, please list **all** convictions, including the charges as stated in the court documents and year convicted (**attach additional pages if necessary**).

Year Convicted

● As of today are you on probation or parole? Yes No If yes, you **must** provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation.

As part of your application for initial or renewed occupational or professional license, certification, or registration issued by the Health Licensing Office, you are required to provide your Social Security number (SSN) to the Office. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC §405(c)(2)(C)(i), 42 USC § 666(a)(13), and 41 CFR 61.7. Failure to provide your SSN will be a basis to refuse to issue or renew the license, certification, or registration you seek. This record of your SSN is used for child support enforcement and tax administration purposes (including identification). The HLO will use your SSN for these purposes only, unless you authorize other uses of the number. Your SSN will remain on file with the Office.

I have examined this application and certify that it is true, correct, and complete. I understand that knowingly making a false statement on this application will be cause for denial, suspension, or revocation of my license, certification or registration. I have enclosed the required fees and documentation.

Applicant Signature:

Date:

ORS 181.534, 670.280, 676.608, and 676.612 authorize the Health Licensing Office to conduct criminal background checks and the office requests that you voluntarily provide your Social Security number for this purpose. I understand my application may be subject to a criminal background check.

Before issuing a default final order, the Health Licensing Office must determine the military status of a Respondent, under 50 USC App § 521(b) (Supp. 2005). Your Social Security Number may be used in order to verify your military status (or lack thereof).

If any disciplinary action is taken against your license, certification, or registration, your Social Security Number may be reported to the federal Health Care Integrity and Protection Data Bank (NPDB) under Title IV of Public Law 99-660, the Health Care Quality Improvement Act of 1986 (Title IV); Section 1921 of the Social Security Act (Section 1921); Section 1128E of the Social Security Act (Section 1128E); and their implementing regulations found at 45 CFR Part 60.

I hereby voluntarily consent to disclose my Social Security number to the HLO for criminal background checks, verification of military status, and reports to the Health Care Integrity and Protection Data Bank. Failure to provide your Social Security number for these purposes will not be used as a basis to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your Social Security number by the HLO for these purposes, it may be used only for these purposes.

Applicant Signature:

Date:

Attestation if qualifying through training:

By signing below, I attest that I qualify for temporary licensure by having at least six months of training or experience, within the last two years, performing tattooing pursuant to OAR 331-915-0025(5) and (7), and that I do not qualify through affidavit of licensure from another state, country or territory.

Applicant Signature:

Date:

4. Affirmative Action – Voluntary Question

The State of Oregon has an Affirmative Action Policy. If you choose to provide this information, it will help us evaluate the effectiveness of our affirmative action programs. This information will also be used in the aggregate (i.e. as a whole, not individually) for research and statistical purposes. It will not be tied specifically or directly to your licensing information.

Ethnic Background (*check only one*)

- (A) **Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) **African American** (*not of Hispanic origin*): Persons having origins in any of the Black racial groups of Africa.
- (H) **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of race.
- (I) **American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) **Caucasian** (*not of Hispanic origin*): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Temporary Tattoo License

OAR 331-915-0020

- (1) A temporary tattoo license pursuant to ORS 690.365 is a temporary license to perform tattoo services on a limited basis, not to exceed 30 consecutive calendar days. A temporary tattoo license holder:
 - a) May renew a license up to two times in a 12-month period from the date the Health Licensing Office (HLO) issues the initial license. License renewals can be done consecutively with no lapse in active license dates;
 - b) Must submit all requests to renew the license on a form prescribed by the HLO. Requests to renew a license must be received at least 15 days before tattooing services are provided unless otherwise approved by the HLO;
 - c) Must submit notification of a change in work location within 24 hours before services are performed on a form prescribed by the HLO; and
 - d) Must work in a licensed facility.
- (2) A temporary tattoo license holder must adhere to all standards under OAR 331-915-0065, 331-915-0070, 331-915-0075, 331-915-0080, 331-915-0085 and all applicable rules listed in OAR 331 Division 925.

TEMPORARY TATTOO LICENSE APPLICATION REQUIREMENTS

An individual applying for a Temporary Tattoo License must :

- Meet the requirements of OAR 331 division 30;
- Submit a completed application form prescribed by the Health Licensing Office (HLO), **with a receipt date of no less than 20 days before the tattooing services are provided**, which must contain the information listed in OAR 331-030-0000 and be accompanied by payment of the required Temporary License Application fee = **\$50** and Original Temporary License fee = **\$20** (See *method of payment section above*) **IMPORTANT: (Failure to provide your Social Security number, or equivalent if issued by another country on the application, will be a basis to refuse to issue the license);**
- Submit one form of photographic identification: **OAR 331-030-0000(8) lists acceptable government-issued ID; acceptable photographic ID includes; driver license, state ID card, passport or military ID card. (Note: Your name on any form of identification must be your current true and legal name and must match the name on application submitted).**
- Submit proof of being at least 18 years of age and provide a copy of their birth certificate, or school/military/governmental record with age documented (*if not already provided on photographic identification required above*);
- Submit proof of current training in blood-borne pathogens; and
- Attest to six months of training or experience, within the past two years, performing tattooing on a form prescribed by the HLO (complete attestation section above);
- Submit application to the HLO with a receipt date of no less than 20 days before the tattoo services are provided.