

License Application: Body Art Temporary Event

Definitions:

Body Art: Physical body adornment including, but not limited to, tattooing and body piercing. Body art does not include procedures by medical or dental professionals.

Convention Events: Licensed body art businesses and professional associations may sponsor up to two Temporary Convention Events per calendar year in a building other than their licensed premises. These may last for up to seven days. Artists are required to obtain a [State of Minnesota Guest Artist License](#) unless they have a Minnesota Body Art Technician license.

Guest Artist Events: Licensed body art businesses may sponsor up to four Guest Artist Events per calendar year on their premises. These may last for up to 21 days. Artists are required to obtain a [State of Minnesota Guest Artist License](#) unless they have a Minnesota Body Art Technician license.

Guest Artist: Individuals who perform body art procedures temporarily at body art businesses (Guest Artist Events) or body art conventions (Convention Events) for up to 30 days per calendar year. This license may be used at multiple licensed events in Minnesota.

If an application is submitted without time to review and secure required approvals, the application may not be accepted.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

1. Application Requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. This application should be completed by the Temporary Event Sponsor.
2. There is a [fee](#) for this application. There is a 50% late fee for applications received less than 14 days prior to the event. You can pay by
 - ☐ **Cash:** Drop off your application at our office.
 - ☐ **Check:** Mail or drop off your application at our office.
 - ☐ **Credit Card:** Mail, drop off or email your application to businesslicenses@minneapolismn.gov. **Do not add your credit card information on this application.** We will call you to securely charge your credit card. Note: There is a 50% Late Fee if your application is submitted less than 14 days before the event.
3. ☐ Event Checklist (Form #1)
4. ☐ [Body Art Technicians](#) (Form #2)
5. Attach the following:
 - ☐ 8 ½ x 11 diagram of your set up area for the event. Indicate booths and hand sinks. A hand sink, or other approved hand washing facility, is required near each workstation.
 - ☐ Client After Care Information Sheet
 - ☐ Client Release Form

2. Additional Information

Request accessible format: If you need help with this information, please [email 311](#), or call 311 or [612-673-3000](tel:612-673-3000). Please tell us what format you need. It will help us if you say what assistive technology you use. People who are deaf or hard of hearing can use a relay service to call 311 or 612-673-3000.

For reasonable accommodations or alternative formats, please send us an email at businesslicenses@minneapolismn.gov or call us at 612-673-2080. Individuals who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.

3. Background Information

Corporate/Trade Name	Business Name (DBA)		
Contact Person	Title		
Business Address	City	State	Zip Code
Mailing Address (if different than business address)	City	State	Zip Code
MN Sales Tax ID, Social Security, or ITIN (required)	Email Address (required)		Cell Phone Number
Name of Event	Dates of Event: Times:		
Type of Event	<input type="checkbox"/> Guest Event <input type="checkbox"/> Temporary Event location and address:		

List all the Body Art Temporary Event Licenses your business or organization has had in Minnesota in the past 12 months. Attach additional sheets if necessary.

Name of Event	Location/Address	Dates

4. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number, Social Security Number, or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

☐ I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature of Applicant _____ Title _____ Date _____

Body Art Temporary Event Checklist

1. How is sterilization handled before and after the event?

- ☐ All equipment is pre-sterilized and disposable.
☐ An autoclave will be used onsite.

2. Are the following available on site?

- | | | |
|------------------|------------------------------|-----------------------------|
| Sharps container | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Trash Receptacle | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Safety Razors | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Gloves | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ink Caps | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

5. What are the chairs, tables, arm rests, etc. being sanitized with?

6. What is being used for skin prep?

7. What is being used for covering the tattoo when completed?

8. Documentation Required

A. Client Aftercare Information Sheets

These must provide the aftercare instructions and include the statement "Consult a health care professional at the first sign of infection".

B. Client Release Forms

The following must be included on Client Release Forms:

a. Procedure and client information:

- Client information including name, current address, age, ID verification
- Date of procedure
- Design and location of tattoo
- Name of Tattooist or Piercer and MN technician license number

b. A checklist or place for the client to indicate if they have:

- Diabetes
- A history of skin diseases, skin lesions, or skin sensitivities to soap or disinfectants
- History of hemophilia
- History of epilepsy, seizures, fainting, or narcolepsy
- Any condition that requires the client to take medications such as anticoagulants that thin the blood or interfere with blood clotting, or
- Any other information that would aid the technician in the body art procedure.

c. The following statements:

- A tattoo should be considered permanent. It may be removed only with a surgical procedure. Removal of a tattoo or body piercing may leave scarring.
- The technician shall not perform a body art procedure if the client fails to complete or sign the disclosure and authorization form and the technician may decline to perform a body art procedure if the client has any identified health conditions.
- If conducting body piercing, you must include this statement: "Body piercing may leave scarring."

Body Art Technicians Summary

#2

Provide the following information for each tattooist and body piercer who performs services at your business or temporary event.

- ☐ Attach a copy of their Driver's License or government issued ID.
- ☐ Every artist must have a [State of Minnesota Body Art Technician License](#) or a [State of Minnesota Guest Artist License](#).
- ☐ Information about technicians must be retained for three years.

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