

MESSAGE ESTABLISHMENT APPLICATION CHECKLIST

- Completed Application**
 - All sections must be completed or indicate N/A or none
 - Must account for complete work history for last 5 years including dates of employment
 - Must list all residence addresses for past 5 years
 - Must list all convictions (misdemeanor and felony; excluding traffic offenses). Must indicate N/A or none if there are no convictions.
 - Must be signed

- Application Fees**
 - **Massage Establishment: \$50.00** non-refundable application fee plus **\$100.00** permit fee; or prorated \$25.00 per quarter
 - **Fingerprint Fee: \$22.00** Money Order Only-Made Payable to **DPS**

- Business Registration Application**
- State TPT License - \$2.00 annually, contact Arizona Department of Revenue (if applicable)**
- Copy of owners driver's license or government issued photo ID card**
- Business Registration Supplement, LAWA (If applicable)**
- 2 photos (*Taken within the past 60 days, 1 ½ in. sq, i.e. passport photos*)**
- Completed Employee Log**
- Legible copy of massage therapist license and driver's license or government issued photo ID card.**

**Fingerprinting times: Tuesdays 5:00 p.m. to 6:30 p.m. and
Thursdays 11:00 a.m. to 12:30 p.m.**