

**County of Santa Clara
Department of Environmental Health
Hazardous Materials Compliance Division
Solid Waste Programs**



1555 Berger Drive, Suite 300
San Jose, CA 95112-2716
(408)918-3400 FAX (408)280-6479
www.sccwaste.org

New Regulations and Policy Changes Affecting Your Body Art Practitioner Registration/Permit Annual Renewal

This is a notice of new regulations, policy changes and penalty fees which affect the annual renewal of the Body Art Practitioner Registration/Permit. In accordance with state laws and local ordinance,^{1,2} as condition of a registration/permit, each applicant must meet the following requirements and take the appropriate action(s) to avoid penalty or delay in receiving your Permit to Operate and Body Art Practitioner Photo ID Card. Beginning with invoices to be mailed out April 2015, we will implement these policy changes. You will receive your body art practitioner registration/permit **annual renewal invoice** in the mail. In order to be successful in the renewal process, you must comply with the following requirements:

Requirements	Explanation	Action
Renew Annual Body Art Practitioner Registration/Permit	A renewal invoice is sent 45 days prior to permit expiration. The annual registration/permit fee is \$175.00 ³ . There will be a delinquency charge of 25% for late payments. Practicing without a registration/permit is a misdemeanor and subject to suspension and a penalty not to exceed three times the cost of registration. A facility which allows a practitioner to practice without a valid registration is subject to closure and a penalty not to exceed three times the cost of the facility permit.	Fees can be paid by mail, in person at our office ⁴ , online ⁵ at www.sccwaste.org or by clicking this link: Payment Information - Environmental Health - County of Santa Clara
Body Art Photo ID Card	If we do not have your photo in our system, we will not be able to process your renewal. As per county ordinance, each body art practitioner is required to have a Photo ID Card. It is a violation of the permit conditions if the holder does not have a current Body Art Practitioner Photo ID Card. There is no additional fee. A new Photo ID card is mailed each year that your annual registration/permit is renewed. Lost Photo ID card replacement cost is \$50.00.	Please make an appointment with our Body Art Program Staff (listed below) to show verification of your identity, legal name, and age (driver's license or equal) and a photo of you will be taken for the Body Art Practitioner Photo ID Card. If we have a photo of you in our files you will not be asked for another one.
Hepatitis B Status	During the initial registration process, your Hepatitis B status was verified. We do not keep medical records on file. Please do not send original documents. Any medical documents we have on file will be destroyed in compliance with HIIPA.	If necessary, submit an update on the Body Art Practitioner Registration Application Form and provide evidence of Hepatitis B Status (proof of vaccination, immunity, boosters, or compliance with vaccination declination requirements). The form can be mailed to you by contacting our Body Art Program Staff or available online at www.sccwaste.org or by clicking this link Practitioner Registration Application Form
Bloodborne Pathogen (BBP) Certificate	Each year that you renew, a copy of your current BBP certificate must be received to process your payment and mail your body art practitioner permit and ID Card. BBP Certification must be compliant with The Safe Body Art Act and current within the valid dates of your practitioner registration. A resource list of BBP providers is available on our website at www.sccwaste.org or by clicking this link: BBP Provider List	Provide a copy of your annual bloodborne pathogens (BBP) training certificate. This can be provided to your Body Art Program Staff contact or emailed to: bodyartadmin@deh.sccgov.org
Proof of Age and Legal Identity	You must be at least 18 years old and have government- issued documentation of legal identity as proof to practice body art.	This information can be verified at the same time as your appointment to take a photo for your practitioner photo ID card. Body Art Program Staff will request to see your driver's license or equal. If the information is not on file, submit an update on a Practitioner Registration Application Form .
Self-Certification Statement	A self-certification statement that you have knowledge of and commitment to meet the state laws and relevant local regulations as well as acquired adequate knowledge, experience and training to perform body art. A permit will not be issued/renewed without self-certification.	If you have not completed a self-certification statement previously, submit an update on a Practitioner Registration Application Form . The form can be mailed to you by contacting our Body Art Program Staff or available online at www.sccwaste.org

Permitted Location	Properly notify our department of the permitted facility and business address where you practice. The facility owner is required to notify our department within 30 days when a practitioner leaves or a new practitioner starts working. Performing body art at an unpermitted location is a misdemeanor and subject to suspension and a penalty not to exceed three times the cost of registration.	If you no longer practice at the location indicated on your permit, submit an update on a Practitioner Registration Application Form . The form can be mailed to you by contacting our Body Art Program Staff or available online at www.sccwaste.org
Contact and Billing Information	We must have your current contact and billing address information in order to process and mail your Permit to Operate and Body Art Photo ID Card.	Submit an update on a Practitioner Registration Application Form . The form can be mailed to you by contacting our Body Art Program Staff or available online at www.sccwaste.org
Cancel registration in Santa Clara County	If you are no longer practicing in Santa Clara County and not using the registration for reciprocity in other jurisdictions in California, you may inactivate your permit record. Any outstanding permit and delinquency fees assessed while you were practicing body art in Santa Clara County are your responsibility.	Provide a written statement, either by mail or email, that you are no longer practicing body art in Santa Clara County. Please provide your name, facility identification number (FA#) located on your permit or billing invoice, the permitted location and date when you stopped practicing. This can be emailed to: bodyartadmin@deh.sccgov.org

1. SBAA CHSC 119306 Practitioner Registration Requirements
2. SCCO B11-507.1 (formerly referenced as B11-523)
3. The Board of Supervisors approved a fee increase which became effective as of April 1, 2013.
4. Effective November 1, 2014, **our LAST business transaction/payment/submittal of the day will be received for processing before 4:45 pm**. Transactions submitted after 4:45 pm will be processed the following business day.
5. Fees received online will be posted within 2-3 business days. Permits will not be printed/released until all of the registration requirements are met.

Information regarding the applicable laws, fee schedule, and payment online is available by visiting the Body Art Program page on our website at www.sccwaste.org. Update necessary information on the Body Art [Practitioner Registration Application Form](#). Submit documents to the general Body Art Program email address: bodyartadmin@deh.sccgov.org

For your convenience, schedule an appointment with Body Art Program Staff.

Danielle Low (408) 918-1963
 Roel Merigillano (408) 918-1962
 Jaji Murage (408) 918-3405

If you plan to visit our office to make payments, have a photo taken and/or submit your current BBP certificate, please note our business hours and address are:

County of Santa Clara Department of Environmental Health (DEH)
 1555 Berger Drive, Suite 300
 San Jose, CA 95112
 (408) 918-3400
 Monday through Friday, 8:00 AM to 4:45 PM

Please note: our LAST business transaction/payment/submittal of the day will be received for processing before 4:45 pm. Transactions submitted after 4:45 pm will be processed the following business day.