

**641—22.7 (135) Permit issuance and renewal.**

**22.7(1)** Applications may be obtained from the department's Web site at <http://www.idph.state.ia.us/eh/tattoo.asp> or are available upon request from the Iowa Department of Public Health, Division of Environmental Health, Tattoo Permit Program, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**22.7(2)** The department will act within 60 days upon receiving a completed application. If an applicant satisfies permit requirements, satisfies the requirements of this chapter, and complies with inspection requirements, the department will issue a permit.

**22.7(3)** If the applicant has been convicted of a felony or misdemeanor, the department shall review evidence including but not limited to the following:

- a.* Official court record, which includes charges and disposition;
- b.* Copies of arrest records;
- c.* A letter from the applicant explaining the nature of the conviction;
- d.* All addiction/mental health evaluations and proof of treatment, if the conviction involved a drug- or alcohol-related offense and if treatment was obtained or required; and
- e.* A letter from the probation officer addressing probationary conditions and current status, if the applicant is currently on probation.

**22.7(4)** All permits expire on December 31 of each year, regardless of date of issuance. Permits shall be renewed annually upon acceptance of a renewal application provided by the department and receipt of the renewal fee. Applicants who submit applications for renewal received after December 31 will be required to pay an additional \$25 for each month delinquent.

**22.7(5)** The department shall send a renewal notice by regular mail to each permit holder at the address on record at least 60 days prior to the expiration of the permit.

**22.7(6)** The permit holder is responsible for renewing the permit prior to its expiration. Failure of the permit holder to receive the notice does not relieve the permit holder of the responsibility for renewing the permit.