

641—22.7 (135) Permit issuance and renewal. The following criteria shall apply to application for a permit to practice as a tattoo artist or as a tattoo establishment.

22.7(1) Online or paper applications.

a. An applicant shall complete either an online application or a paper application according to the instructions contained in the application.

b. Paper applications are available to download at <http://www.idph.iowa.gov/Tattoo> or may be obtained from the tattoo office by writing to Tattoo Program, Iowa Department of Public Health, 321 East 12th Street, Des Moines, Iowa 50319-0075; or by calling (515)242-6337.

c. Fees. In order to be processed, each application must be accompanied by the appropriate fee as determined in the fee schedule listed in subrule 22.8(2). All fees are nonrefundable. An application that includes insufficient or incorrect fees shall be considered incomplete.

d. A paper application shall be accompanied by the appropriate fee payable by check or money order to the Iowa Department of Public Health.

e. Online application fees shall be paid by credit card only.

f. If the applicant is notified that the application is incomplete, the applicant must contact the tattoo office within 90 days. Incomplete applications shall be considered invalid and after 90 days shall be destroyed.

22.7(2) Documentation of medical conditions and criminal convictions related to the practice of the profession shall include a full explanation from the applicant. No application shall be considered complete until the applicant responds to any program requests for additional information regarding the applicant's medical condition or criminal conviction.

22.7(3) All permits expire on December 31 for the year issued. Permits shall be renewed annually. The applicant shall submit a completed application, supporting documentation and renewal fee by December 1. The permit holder must have a current permit in possession before performing tattooing. An applicant who submits a renewal application after December 1 will be required to pay an additional \$25 for each month delinquent.

22.7(4) The permit holder is responsible for renewing the permit prior to its expiration.

22.7(5) A permit which has not been renewed within 90 days of the permit expiration date will automatically be deactivated. There will be a \$25 reinstatement fee charged for reactivating a permit. This reactivation fee will be in addition to the renewal fee.