INSTRUCTIONS TO APPLY FOR A NEW PERMANENT TATTOO ESTABLISHMENT PERMIT

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account, set up your Profile Page, and Company Profile. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the “How to create an account” instructions.

**NOTE:** You must use either **Google Chrome** or **Safari** when applying online.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

**STEP 1: SIGN IN**

Sign In on the portal home page.

**STEP 2: CHOOSE YOUR ESTABLISHMENT**

If you followed the **Instructions to Register Your Tattoo Facility**, your establishment will be listed on the left side under **Registered User’s Memberships**. Click on your establishment so it appears highlighted, then click **Continue**.
If you need to set up a new tattoo establishment, return to the Regulatory Programs - Tattoo page https://idph.iowa.gov/regulatory-programs. If you believe your existing company should be listed under Registered User’s Memberships and you do not see it, please contact the AMANDA Support Team 1-855-824-4357.

**STEP 5: APPLY FOR A PROGRAM**

Next, you will be taken to the My Programs page for your establishment. This is where you will apply for a Tattoo Permanent Establishment License. Click on Apply for a Program.

On the next screen select your Program as “Tattoo Facility” and select your Program Detail as “Permanent Establishments” then click Continue.

A pop-up message will appear. Click OK to continue with the application.
STEP 6: APPLICATION FORM & APPLICATION FORM DETAILS

The application will begin on the next screen. Click the Expand All to view all information. Questions with a red asterisk * or highlighted in pink are mandatory.

If you are not a mobile unit, skip the “TATF Mobile Event (Mobile Unit)” section.

STEP 7: AFFIRMATION & ESTABLISHMENT DETAILS

The Application Form section is required and all questions must be answered. If you answer Yes to any of these questions in the affirmation section, provide a brief description of all relevant activities into the text box provided below. Additional details can be as an attachment if necessary. (See Step 7 for instruction on how to add attachments.)

Please provide your business hours in this section.
STEP 8: MOBILE EVENT

TATF Mobile Event (Mobile Unit) is for Mobile Units only – Do not complete this section.

If you are renewing a Mobile Unit or need to add a Mobile event, please see the Instructions to Renew a Mobile Unit & Add a Mobile Event

STEP 9: ADD ATTACHMENTS & CONTINUE

For new applicants, you must attach a copy of the floor plan for your establishment. All supporting documentation must be uploaded before paying the fee or your application could be delayed or denied.

To add any required documentation, you will need to click the Add New Attachment button at the very end of the application form.

- Click to select the Type of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click Choose File.
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

The name of the document should appear next to the Choose File button.

Continue this process for each document needing to be attached.
NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

**DO NOT CLICK CANCEL** – this will void your entire application.

You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.**

A pop-up message will appear. Click **OK**.

**STEP 10: APPLICATION FORM SUPPLEMENTAL**

On the supplemental form you will need to add a contact to the Contact List tab.

Click on **TATI – Contact List** to open the tab. Click **Add** and enter your **Owner** information. (Use the scroll bar to see additional fields.) 

*Note: You must complete all the fields (i.e. First Name, Last Name, Phone, Email, Business Name, Street Address, City, State, Zip).* When you have finished entering the required information, click **Save**. **Tip:** Do not add more than one line before clicking save.

A pop up message will appear. Click **OK** to continue.
STEP 11: TERMS & CONDITIONS

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions.” Then click Continue.

STEP 12: MAKE A PAYMENT

Select Pay Now if you are ready to pay. Click Pay Now again on the proceeding screen. You will then be directed to the online payment system.

If you are not ready to make a payment, or need to attach additional documentation, click the Pay Later button to be returned to your programs page. Click on Details next to your application to view your application and add additional attachments. Click Make a Payment when you are ready to pay.

(Note: your application is not considered submitted until payment is made.)
On the Make a Payment page, choose your Payment Method and fill out your payment details. Click Continue when you have entered your payment information. Click Confirm on the Review Payment page if the payment details are correct.

Write down your Confirmation Number or print this page for your records. Click Continue at the bottom of the screen to be taken to your receipt.