INSTRUCTIONS TO APPLY FOR A TEMPORARY 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 created or linked to your 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
On the My Profile page your tattoo establishment will be listed on the left side under Registered User’s Memberships. Click on the name of your tattoo 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](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**

You will be taken to the My Programs page for your new company. This is where you will apply as Tattoo Permanent Establishment. Click on **Apply for a Program**.

On the next screen: Select **Program** as Tattoo Facility. Select **Program Detail** as Temporary Establishments. Click **Continue**

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

**STEP 6: APPLICATION FORM & APPLICATION FORM DETAILS**

Click the **Expand All** to view all information. Questions with a red asterisk * or highlighted in pink are mandatory.
STEP 7: AFFIRMATION & ESTABLISHMENT DETAILS

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

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

Copies of the following documents are required to be attached to application:

1) Floor Plan  
2) Promotional documents  
3) Artists

You may attach these document at this time, or continue completing the application and login and attach them at a later to date.

For more information on the timeline and requirements for submitting documents for this application, please visit: https://idph.iowa.gov/tattoo

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

Click **Expand All** to open the tabs. Under **Temporary Establishment Event**, click **Add** and enter your event information - boxes in pink/red are required. (Use the scroll bar to see additional fields.) Click **Save** when finished.

Repeat this process for **TATI Contact List**.

**Tip:** When adding multiple contacts/events, do not click **Add** more than once before saving.

When you click **Continue** you will get the following or similar confirmation pop up message, click **OK**.

Are you sure you really want to submit all application form?
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.

On the **Review Payment** page, click **Confirm** 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,