



Alexandria Health Department



Stephen A. Haering, MD, MPH
Health Director

REPLY TO:
Environmental Health Division
4480 King Street, Suite 360
Alexandria, VA 22302
Phone: (703) 746-4910
Fax: (703) 746-4919
www.alexandriava.gov/MassagePermits

APPLICATION TO RENEW OR UPDATE A MASSAGE THERAPIST PERMIT

Please print or type the information requested below and return it to the Health Department. Applications made to renew an existing permit shall be accompanied by the **non-refundable permit fee**.

I. APPLYING TO: Renew Permit Add New / Change Existing Permits Update Contact Information

II. THERAPIST INFORMATION:

Name: _____ Phone: (_____) _____ Permit #: _____
 Street / Apt #: _____ City / St / Zip Code: _____
 Date of Birth: _____ Place of Birth: _____
 Email: _____ Height: _____ Weight: _____
[VA Board of Nursing Certification Number:](#) _____ Expires: _____

III. ESTABLISHMENT INFORMATION:

Employment Date: _____ Type: Establishment Hotel Other _____
 Name: _____ Phone: (_____) _____
 Address: _____ Zip Code: _____

IV. CRIMINAL OFFENSES:

List on a separate sheet and attach to this application, **all** criminal offenses for which you have been convicted or in relation to which you have pleaded nolo contendere or suffered a forfeiture, including the offenses identified in Alexandria City Code Section 11-4.2-3(b).

Alexandria City Code Section 11-4.2-3 (b) refers to Sections 18.2-344 through 18.2-361 or sections 18.2-372 through 18.2-387 of the Code of Virginia (1950), as amended, which sections related to sexual offenses, prostitution, obscenity, and similar offenses, or (ii) any similar offenses under the laws of another jurisdiction.

V. NOTICE:

If during the term of this, you are employed or under contract with a massage establishment that is different from the massage establishment identified above, in accordance with Alexandria City Code Section 11-4.2-3 (i), you must immediately notified the director in writing of the named address, telephone number and date that you started employment at new establishment.

It is unlawful for any person to make a false statement on this application and discovery of a false statement shall constitute sufficient grounds in and of itself, for denial of an application or revocation of a permit, or for the imposition of a fine or imprisonment or both.

Applicant's Signature (Print Name) **Date**

Office Use Only.....

Establishment #: _____ Fee Paid: Cash Check/MO Attachments: No Yes, # sheet(s) _____

MASSAGE THERAPY RENEWAL APPLICATION

PERMIT FEES

All renewal applicants must submit a **\$50 non-refundable permit fee**. This payment will cover all massage therapy permits issued for the two-year period. Acceptable methods of payment include cash, check, and money order. Credit card payments are not accepted at the King Street address at this time.

Checks and money orders shall be made payable to the "City of Alexandria".
Cash payments should be made in person and should never be sent through the mail.

PROCESS

Applications and permit fees may be submitted in person or mailed to the Alexandria Health Department, Environmental Health Division, 4480 King Street, 3rd floor, Alexandria, VA 22302.

Once the application and payment is received at the Environmental Health Division, new permits will be printed and given to the therapist (or mailed to the therapist's home address). The effective dates of the new permit will be set to ensure that the therapist will maintain a continual permitted status (ex. If the therapist's previous permit expired on February 28, 2009, the next issued permit will be set to begin March 1, 2009 and expire on February 28, 2011).

WORKING AT MULTIPLE LOCATIONS

A separate application should be submitted for each work location. Only one (1) \$50 permit fee is necessary regardless of the number of work locations applied for.

VALID PERMITS

Only massage therapists permitted by the Alexandria Health Department AND certified by the Virginia Board of Nursing can provide massage services in the city. Both credentials must be up-to-date and accurate, and the Alexandria Health Department permit must specifically list your name, the establishment's name, and the establishment's address in order to be considered valid. A massage establishment has the authority to allow or prohibit a massage therapist to provide services under its massage establishment permit.

IN-ROOM MASSAGE THERAPISTS

All therapists who are providing in-room massages at participating hotels should maintain an active contract with, or be employed by, each hotel he/she provides services for. If the therapist is operating through an intermediary such as Relax & Rejuvenate, the therapist should maintain an active contract with, or be employed by, that intermediary. In accordance with the Alexandria City Code, a log of all massages services rendered must be kept by the Masseuses and the Hotel.

INDEPENDENT CONTRACTORS

As a reminder, any therapist who is operating as an independent contractor must obtain a business license from the City of Alexandria. For more information, please contact the Business Tax Branch at 703-746-3909.

NOTIFICATIONS

Please notify the Alexandria Health Department if any of the following circumstances occur:

- You move
- Your name changes
- Your phone number changes
- You add a new work location
- You discontinue (voluntarily or involuntarily) working at an establishment at which you were permitted