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Health Director

REPLY TO:
Environmental Health Division
4480 King Street, Suite 360
Alexandria, VA 22302
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alexandriava.gov/EnvironmentalHealth

Obtaining a Massage Therapist Permit

Use the following procedure to obtain a Massage Therapist permit from the Alexandria Health Department. For information on Home Massage permits, contact the Alexandria Police Department at 703-746-6277.

Instruction Steps:

1. **Obtain the Virginia State Certification.** Apply and obtain a Commonwealth of Virginia, Department of Health Professions, Board of Nursing Certificate to practice as a massage therapist. We do not accept the national certification. Applications and information are available online at <http://www.dhp.virginia.gov/nursing/>.
2. **Find an Approved Work Location.** Permitted massage therapists can only practice at certain approved locations, including permitted massage establishments and hotels that provide in-room massages. Once a therapist has secured a position at one of these places, he/she shall obtain a letter from that establishment stating that he/she will be providing massage services at that location. This letter must be on the official letterhead of the hotel or massage establishment.

Hotels: Some hotels contract with an intermediary company to manage the massage services provided to its guests. In this case, the therapist may provide a letter from the intermediary in lieu of the letter from the hotel.

3. **Apply for a Permit.** Obtain and complete an *Application for Massage Therapy* from the Health Department (see above). This application is not available online. Therapists who anticipate working at multiple locations should select one establishment to apply for; additional permits will be issued after the initial approval.
4. **Pay the Application Fee.** Bring the application to the Treasury Division (see back), and pay the non-refundable application fee to 119768-7043. At the time this guide was created, the fee was \$50. See the Health Department's [fee schedule](#) for the most current information. The cashier will stamp the application as paid.

Note: If a therapist anticipates working as an independent contractor, he/she should apply at the Business Tax Branch (see back) for a business license at this time.

5. **Obtain a Background Check.** The therapist should contact the Alexandria Police Department, Vice and Narcotics Division to schedule an appointment. Sgt. Jose Garcia schedules appointments from 10 a.m. to 1 p.m. on Mondays, Wednesdays,

KING STREET
4480 King Street
Alexandria, VA 22302
(703) 746-4996

CASEY HEALTH CENTER
1200 N. Howard Street
Alexandria, VA 22304
(703) 746-4886

TEEN WELLNESS CENTER
3330 King Street
Alexandria, VA 22302
(703) 746-4776

ARLANDRIA (WIC)
3802 Executive Ave. #D-2
Alexandria, VA 22305
(703) 519-1957

and Thursdays. Fingerprints and photographs are taken at no charge. On the day of the appointment, the therapist must bring all of the following documents:

- Driver's license or valid photo ID and a copy of his/her Social Security card.
- Board of Nursing Certificate to practice as a massage therapist (step 1)
- Employment letter (step 2); can be emailed to jose.garcia@alexandriava.gov
- Transcript(s) and diploma(s) from the massage school attended
- The paid health department application

At the conclusion of the appointment, the Police will collect the therapist's application and forward the results of the background check with the application directly to the Health Department. This process can vary from person to person, but the average wait time is approximately 1-2 weeks.

- 6. Pick Up Your Permit.** Once received at the Health Department, the application will be processed. If all approvals are present and the work location is approved, the therapist's permit will be issued. The applicant will be notified by phone to pick up the permit in person at the Environmental Health Division. Prior to issuing the permit, our office will need proof of a state certification (see step 1), an employment letter (see step 2), and a copy of a government issued photo ID.

Address Locations: For the Environmental Health Division, see the front page.

Business Tax Office
301 King Street, Rm 1700
Alexandria, VA 22314
(703) 746-4200

Treasury Division
301 King Street, Rm 1510
Alexandria, VA 22314
(703) 746-3902

Alexandria Police Department
3600 Wheeler Avenue
Alexandria, VA 22304
(703) 746-6277

Working at Multiple Locations:

Every permit issued by the Health Department lists the therapist's name and specific work address. If the therapist desires to work at multiple locations simultaneously (ex: a salon chain that has two locations in the City), a separate permit is issued for each location.

Adding/Changing Work Locations:

To add a work location, complete and submit an updated application (available at <http://alexandriava.gov/MassagePermits>) to the Health Department; no additional fee is required so long as the permit is not up for renewal. If the therapist plans to discontinue working at one location, the therapist should indicate this on the application.

Massage Therapist Permit Renewal:

Every two years a massage therapist shall renew his or her permit(s) by completing and submitting a renewal application. This application is available on the EH's website at <http://alexandriava.gov/MassagePermits>. Renewals can be submitted by mail or in person, and they must be accompanied by the non-refundable application [fee](#).

In-Room Hotel Massages

The Alexandria City Code allows a therapist to provide in-room massage services to registered, overnight guests of a hotel under certain conditions. Call 703-746-4910 for complete details.

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