

City of Alexandria Police Department

Home Massage Therapist Permit

Application Instructions

To apply for a home massage therapist permit, an applicant must:

1. Complete sections 1 and 3 of the attached application. Section 4 is for amendments only.
2. Pay a \$25 application fee to the director of finance located at 301 King Street, Alexandria, Virginia 22314. At the time of payment, the director of finance will provide the applicant with proof of payment by stamping the original application "PAID" and will give the applicant a receipt.
3. Call the Alexandria Police Department, Vice/Narcotics Section at (703) 838-4722 to make an appointment. The Alexandria Police Department is located at 2003 Mill Road, Alexandria, Virginia.
4. Bring the original application with proof of payment to the appointment.

The application will be processed and the applicant will later be notified of the approval or denial of the application. If the application is approved, the applicant will receive a permit in the mail that is valid for one year.

If the application is denied, the applicant is entitled to a hearing before the chief of police, or his designee, in accordance of section 11-4.2-4(g) of the Code of the City of Alexandria, as amended.

The permit may be renewed for additional one-year periods upon the filing of a new application with the chief of police, together with a \$25 fee payable to the director of finance. In applying for the renewal of a permit, the application shall demonstrate that he/she continues to meet the requirements of section 11-4.2 of the Code of the City of Alexandria, as amended, and has, since the issuance of the permit, complied with section 11-4.2- 2(b)(1)(v) of the City Code.

5. For amendments to the permit which will allow additional locations for in-home massages: Complete Section 4 and fax it to the to the Vice/Narcotics section at (703) 751-4098. If approved, an amendment will be mailed to the applicant. The amendment must be attached to the original permit.

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Home Massage Therapist Permit
Application

[Applicant to complete this Section]

[Section 3]

The applicant is to list the addresses of the clients where they intend to perform the massages. If there are additional residences after the application is made, the massage therapist shall notify the Alexandria Police Department, Vice/Narcotics Section by completing a supplemental form (APD-HMTP-01). The form can be mailed, faxed or called in up to five days after the appointment to the Vice/Narcotics Section. If this is a renewal of the application, enter the client's addresses not reported on prior applications or amended applications. Please print or type complete address.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

List additional clients on a separate paper.

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Home Massage Therapist Permit Amendment

Vice/Narcotics Section
2003 Mill Road
Alexandria, Virginia 22314
(703) 838-4722 Office
(703) 751-4098 Fax

Home Massage Therapist Amended Permit

[Applicant to complete Section 4]

[Section 4]

DATE: _____

TO: Vice/Narcotics Section

FROM: Massage Therapist _____
(Full Name)
Home Massage Therapist Permit Number _____
Health Department Massage Permit Number _____

Subject: Notification of additional home addresses of clients:

List the client's addresses below. Please print or type the complete address and mail or fax the form to the above address or fax number.

1. _____
2. _____
3. _____
4. _____
5. _____

Applicant's Signature Date

Police Department Approval by Date