

**LICENSURE APPLICATION  
for  
BODY PIERCING**

**REGULATION 61-109**

**Return all documentation to:**

Email address (preferred method):

[BP@dhec.sc.gov](mailto:BP@dhec.sc.gov)

OR

Mailing address:

**Bureau of Health Facilities Licensing  
2600 Bull Street  
Columbia, SC 29201**

For additional questions, contact us at: 803-545-4370.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

**NOTICE:** Your license must be renewed prior to the expiration date. The current licensee is responsible for renewal of the license prior to the expiration date regardless of any changes or pending approvals (i.e., ownership changes or capacity increases/decreases) from the Department that are in progress at the time the license is due for renewal.

Application must be complete and legible. Any missing information may result in delays in processing this application. Any section that requires additional space or documentation shall be included as an attachment in the 8.5" x 11" format and be labeled to identify the appropriate section. Proof of payment is required for all applications submitted.

### Reason for the Application

- Initial: Check this box only if this is the first time you are applying for a license with the Department. DO NOT check this box if this is a change of ownership for an existing licensed service/facility.
- Renewal: Check this box only if you are renewing your license. Enter the license number and expiration date. The name of the service/activity must appear exactly as it did the prior year.
- Amended License Request: Check this box if you are applying for a change that will alter the information on the face of your license; then, ensure that you complete Part D.

### Part A: Facility Information

- Facility Information-Please complete the applicant information for the facility.
- Contact Person and Corresponding Mailing Address: All correspondence coming from the Bureau of Health Facilities Licensing will be sent to this person and address.
- Administrator: Please complete each field.
- Body Piercing Technician: Please complete each field. If you have more than 4 technicians, attach a sheet listing the requested information.

### Part B: Operation/Ownership Disclosure

- Owner Information: Name of the person(s) or entity to be licensed to operate the facility at the site indicated in Part A.
- Indicate the ownership type.
- Complete the requested information:
  - For partnerships, you must provide the name of each partner;
  - For limited liability company (LLC), you must provide the names of members, attach a list with the names and address of the members of the limited liability company;
  - For a corporation, you must provide the name and title of each corporate officer

### Part C: Licensure Changes

- For Name or Address changes, complete Section 1.
- For Ownership changes, complete Section 2.
- For changes in capacity, complete Section 3.

### Part D: Verification

- The application shall be signed by the following:
  - If an individual partnership, **the owner(s)**
  - If a corporation, **two** of its **officers** if a corporation
  - If governmental unit, the **head of the governmental department** having jurisdiction
- You must have this page notarized.



**Application for Body Piercing  
Regulation 61-109**

Reason for Application			
<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal		<input type="checkbox"/> Change Request <i>(Complete Part C and D)</i>
	License Number:	Expiration Date:	
Part A. Facility Information			
Facility Name:			
Physical Address:			
City:	State:	Zip:	County:
Telephone Number:		Fax Number:	
Days and Hours of Operation:			
<input type="checkbox"/> Monday	_____ AM to _____ PM		
<input type="checkbox"/> Tuesday	_____ AM to _____ PM		
<input type="checkbox"/> Wednesday	_____ AM to _____ PM		
<input type="checkbox"/> Thursday	_____ AM to _____ PM		
<input type="checkbox"/> Friday	_____ AM to _____ PM		
<input type="checkbox"/> Saturday	_____ AM to _____ PM		
<input type="checkbox"/> Sunday	_____ AM to _____ PM		
Number of Stations:			
Contact Person and Correspondence Mailing Address:			
<i>(Name of person who can make licensure/operation decisions about facility and address where you want to receive ALL correspondence, including the license, from the Bureau of Health Facilities Licensing.)</i>			
Name:		Title:	
Address:			
City:	State:	Zip:	
Telephone Number:		Fax:	
Email Address:			
Administrator:			
Name:			
Address:			
City:	State:	Zip:	
Telephone Number:		Fax:	
Email Address:			
Body Piercing Technician 1			
Name:			
<input type="checkbox"/> I certify that this technician is at least 18 years of age			
Is this body piercing facility the employee's primary place of work as a body piercing technician? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, identify below the primary body piercing location where this employee engages in the practice of body piercing:			
Facility Name:			
Address:			
City:	State:	Zip:	

<b>Body Piercing Technician 2</b>		
Name:		
<input type="checkbox"/> I certify that this technician is at least 18 years of age		
Is this body piercing facility the employee's primary place of work as a body piercing technician? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, identify below the primary body piercing location where this employee engages in the practice of body piercing:		
Facility Name:		
Address:		
City:	State:	Zip:
<b>Body Piercing Technician 3</b>		
Name:		
<input type="checkbox"/> I certify that this technician is at least 18 years of age		
Is this body piercing facility the employee's primary place of work as a body piercing technician? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, identify below the primary body piercing location where this employee engages in the practice of body piercing:		
Facility Name:		
Address:		
City:	State:	Zip:
<b>Body Piercing Technician 4</b>		
Name:		
<input type="checkbox"/> I certify that this technician is at least 18 years of age		
Is this body piercing facility the employee's primary place of work as a body piercing technician? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, identify below the primary body piercing location where this employee engages in the practice of body piercing:		
Facility Name:		
Address:		
City:	State:	Zip:

Check this box if you have additional body piercing technicians other than those identified above. Please attach an 8.5" x 11 sheet of paper with the information requested above.

Part B. Owner Information		
Owner Information: <i>(name of the person(s) or legal entity licensed to operate the business at that site as indicated in Part A)</i> <b>*This can be found on your current license OR your documentation from the Secretary of State.</b>		
Owner Name:		
Address:		
City:	State:	Zip:
Telephone Number: ( )	Fax Number: ( )	
<b>Ownership Type</b>		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation*	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company (LLC)*	
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Government	
*Submit SC Secretary of State documentation, if applicable		

Licensee or Owner Documents Required

1. Secretary of State documentation, if applicable       Attached     N/A
2. If the licensee is a corporation or partnership, attach a list identifying all officers.  Attached     N/A
3. If the licensee or owner is a corporation or partnership, attach a list with the name, address and percentage of all owners that possess 5% or more ownership of the company or partnership.  Attached     N/A
4. If any person or other legal entity can claim liabilities of the licensee or of the facility or service for which this license is requested, attach a list identifying the name, address, percent and type of claim.  Attached     N/A

**Part C: ONLY COMPLETE THIS SECTION FOR LICENSURE CHANGES**

<input type="checkbox"/> Change of Facility Name or Location (Complete Section 1)	<input type="checkbox"/> Change of Ownership (Complete Section 1)	<input type="checkbox"/> Change of Licensed Stations (Complete Section 2)
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**Section 1 (FACILITY INFORMATION)**

*PRIOR TO CHANGE*

**Current** License Number: \_\_\_\_\_

**Current** Facility Name: \_\_\_\_\_

**Current** Facility Address: \_\_\_\_\_

City: _____	Zip: _____	County: _____
Facility Telephone Number: ( ) _____	Fax Number: ( ) _____	

*AFTER CHANGE*

**New** Facility Name: \_\_\_\_\_

**New** Facility Address: \_\_\_\_\_

City: _____	Zip: _____	County: _____
New Facility Telephone Number: ( ) _____	Fax Number: ( ) _____	

**Section 2 (LEGAL IDENTITY OF OWNERSHIP)**

*Application must be completed by new owner, as licenses are not transferable.*

*PRIOR TO CHANGE*

Name of Current Owner: _____	License Number: _____	
Address of Current Owner: _____		
City: _____	Zip: _____	County: _____
Telephone Number of Current Owner: ( ) _____		
Signature of current owner: _____	Date: _____	

*AFTER CHANGE*

Name of New Owner: _____		
Address of New Owner: _____		
City: _____	Zip: _____	County: _____
Telephone Number of New Owner: ( ) _____		
Signature of new owner: _____	Date: _____	

**Section 3 (CHANGE IN LICENSED STATIONS)**

License Number: _____			
Facility Name: _____			
Facility Address: _____			
City: _____	State: _____	Zip: _____	County: _____
<input type="checkbox"/> Increase		<input type="checkbox"/> Decrease	
Number of Licensed Stations	From: _____	To: _____	

**Part D: Verification**

The application shall be signed by the following:

- If an individual, the **owner(s)**
- If a limited liability company, the **head of the limited liability company**
- If a corporation, **two** of its **officers**
- If governmental unit, the **head of the governmental department** having jurisdiction

I, the undersigned, being duly sworn on my oath, depose and say that I have read the foregoing application (and attachments) and know the contents thereof; that the statements contained are correct and true to the best of my knowledge and belief. Furthermore, I understand that I must comply with the standards set forth in South Carolina Regulation 61-109. I understand that non-compliance with these standards may result in the Department pursuing enforcement actions as provided in Regulation 61-109.

Signature:
Print Name:
Date:

Signature:
Print Name:
Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Month) (Year)

**NOTARY PUBLIC** \_\_\_\_\_

My commission expires \_\_\_\_\_

**NOTARY SEAL**