

## **INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR TATTOO AND/OR BODY PIERCING APPLICANT LICENSE**

No person, firm or corporation shall engage in or carry on the practice of tattoo and/or body piercing in the City of Crystal Lake without first obtaining a tattoo and/or body piercing applicant license by the City pursuant to the City Code of the City of Crystal Lake.

### ATTACHMENTS

1. City of Crystal Lake Application for Tattoo and/or Body Piercing Applicant License
2. City of Crystal Lake Personal Information Sheet
3. City of Crystal Lake Affidavit

The following are instructions for completing a Tattoo and/or Body Piercing Applicant License Application:

1. Read the City of Crystal Lake's ordinances relating to Tattoo and/or Body Piercing Applicant Licenses.
2. Complete the application in full and submit all required documents.
3. Submit the application and all required documents along with:
  - a. A cover letter addressed to the Chief of Police requesting a Tattoo and/or Body Piercing Applicant License,
  - b. A \$100.00 application fee in the form of a check, money order, or cash payable to the City of Crystal Lake, and
  - c. A \$15.00 fee in the form of a check, money order, or cash, payable to the City of Crystal Lake for each applicant to cover the cost of the Illinois State Police background check.
4. Return the completed application packet in person to:

Chief of Police  
City of Crystal Lake Police Department  
100 W. Woodstock St.  
Crystal Lake, IL 60014

5. Upon receipt of the completed application packet, the applicant must contact the City of Crystal Lake Police Department in order to schedule the fingerprinting and photograph session as part of the Illinois State Police background check.

**APPLICATION FOR TATTOO AND/OR BODY PIERCING APPLICANT LICENSE**

TO THE CHIEF OF POLICE OF THE CITY OF CRYSTAL LAKE, ILLINOIS:

The undersigned hereby makes application and submits a fee in the amount of \$100.00 for a Tattoo and/or Body Piercing Applicant License under the provisions of the City of Crystal Lake Tattoo and Body Piercing Applicant License Ordinances.

**License Information:**

A Tattoo and/or Body Piercing Applicant License is purely a personal privilege good for a period of one year from the date of issuance and is **not transferable** to any other party.

All applications for license shall be filed in duplicate and shall be accompanied by a license fee of \$100.00.

An applicant license is being applied for:     Tattoo     Body Piercing     Both

**License is sought for the following Applicant:**

\_\_\_\_\_

(First Name)

(Middle Initial)

(Last Name)

\_\_\_\_\_

(Residential Address)

(City)

(State)

(Zip Code)

(Phone Number)

\_\_\_\_\_

(Date of Birth)

(Place of Birth)

(Social Security Number)

(Driver's License Number)

\_\_\_\_\_

(Name of Business where tattoo/body piercing to be practiced)

\_\_\_\_\_

(Business Address)

(City)

(State)

(Zip Code)

(Business Phone Number)

Application is made on behalf of a:     Individual/Applicant     Co-Partnership     Corporation

In addition to completing the remainder of this application, if you checked Individual/Applicant, complete the attached Tattoo and Body Piercing Personal Information Sheet for the applicant.

Has the applicant read and understood the provisions of the City Ordinances governing tattooing and/or body piercing?

Has applicant made application for a similar license for premises other than described in this application?

If Yes, \_\_\_\_\_  
(Date) (Location of Premise) (Disposition of application)

The Applicant hereby authorizes the City of Crystal Lake, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application, including the attached Personal Information Sheets and the qualifications of the Applicant.

The Applicant acknowledges that such other information, identification, and physical examination as shall be deemed necessary by the Chief of Police to discover the truth of the items included in this application may be required. A license fee of \$100.00 is submitted with this application.

The Applicant acknowledges that every person, firm, or corporation which operates a tattoo business or practices or provides a tattoo shall at all times keep records in which the name of each and every patron shall be entered, together with the time, date and place of service, and the service provided. Such records shall be available at all times for inspection by the Chief of Police or his authorized representative.

**Application must be signed**

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Date)

**PERSONAL INFORMATION SHEET**

6. Name: \_\_\_\_\_

Current Resident Address: \_\_\_\_\_

Resident Phone Number (\_\_\_\_) \_\_\_\_\_

7. Two previous addresses immediately prior to the present address of the applicant.

a. \_\_\_\_\_

b. \_\_\_\_\_

8. Attach written proof of age (copy of Driver's License).

9. Height \_\_\_\_\_ Weight \_\_\_\_\_ Color/Hair \_\_\_\_\_

Color/Eyes \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

10. Attach two (2) recent front-face photographs at least 2 inches by 2 inches in size taken with the last 30 days (photographs can be taken at the Police Department).

11. Describe the tattoo and/or body piercing or similar business history and experience, including city and state of operation, whether license or permit has been denied, revoked, or suspended and the reason therefore and the business activities or occupations subsequent to such action of denial, suspension or revocation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. List all criminal convictions other than misdemeanor traffic violations, fully disclosing the jurisdiction in which convicted, the offense for which convicted, and the circumstances thereof.

\_\_\_\_\_  
\_\_\_\_\_

13. A complete set of fingerprints taken and to be retained on file by the Chief of Police.

14. Attach a copy of diploma, certificate, or other written proof of graduation from a recognized school, which teaches the theory, method, profession, or work of tattoo and/or body piercing by the person who shall be directly responsible for the operation and management of the tattoo and/or body piercing business.
  
15. List the names and addresses of three adult residents of McHenry County, not including relatives and business associates, who will serve as character references.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

Under penalty of perjury, I hereby affirm that the foregoing information is true and correct, said declaration being duly dated and signed in the City of Crystal Lake, Illinois.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**For City of Crystal Lake Use Only**

**Received in Police Dept. on:** \_\_\_\_\_ **By:** \_\_\_\_\_

**License Fee Included: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Diploma Included: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Proof of Age Included: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Fingerprints Taken: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**License Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ **By:** \_\_\_\_\_

**AFFIDAVIT**

**STATE OF ILLINOIS**

**COUNTY OF McHENRY**

I (we) swear that I (we) will not violate any of the ordinances of the City of Crystal Lake, or the laws of the State of Illinois, or the laws of the United States of America, in the conduct of the place of business described herein, and that the statements contained in the application are true and correct to the best of my (our) information and belief.

---

Full Name of Applicant, President or Partner Title

---

Full Name of Secretary or Partner Title

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

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_