

How to: Body Art License

1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
- **Do not use the browser back button.**

1.2 Set up an Account

- A User Name and Password are required to obtain a license for all Environmental Health licenses.
- Click “Setup An Account” as a Public Registered user.
- If you have any questions please contact us in one of the following ways:

In Person Bismarck-Burleigh Public Health
Environmental Health Division
500 E. Front Ave.
Bismarck ND 58504

By Phone (701)355-3400

By Email asattler@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Environmental Health does **not** accept billing accounts.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. The following items are required when applying for a new body art license:

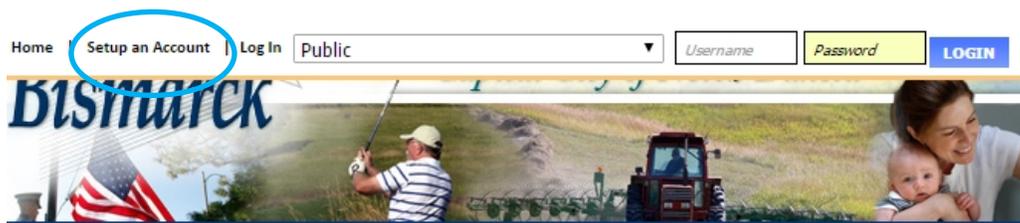
- a) Scale floor plans of facility
- b) Choice of floor covering in body art rooms
- c) Wall coloring
- d) Body Artist information (for each body artist at facility)
 - Hepatitis B vaccination records
 - CPR Certification
 - Blood Borne Pathogen certificate

2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

3.0 User Login

3.1 Click “Setup an Account” to create your free account.



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4.0 To Apply for a License

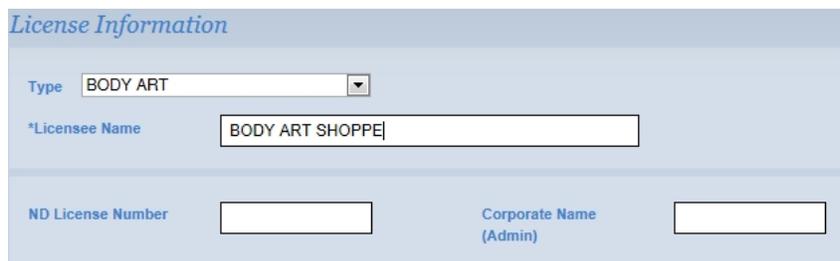
4.1 Select Apply for New Licenses from the Menu in the left margin.



4.2 License Application Step 1 Enter License Information

4.2.1 Select License Type from drop down menu.

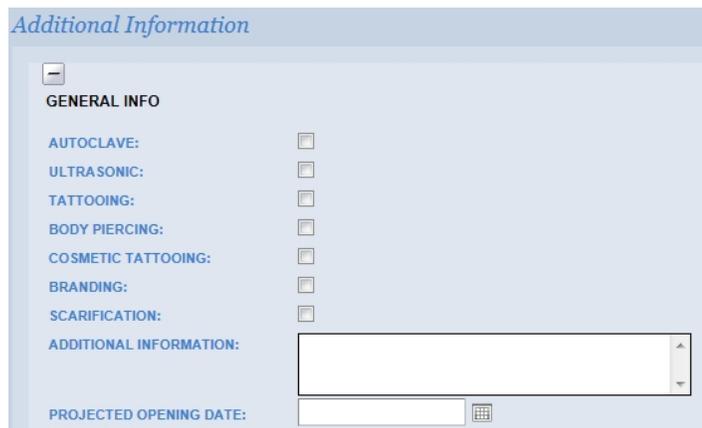
4.2.2 Enter facility name in licensee name box.

A screenshot of a web form titled 'License Information'. The form has a light blue header. Below the header, there are four input fields: 1. 'Type' is a dropdown menu with 'BODY ART' selected. 2. '*Licensee Name' is a text box containing 'BODY ART SHOPPE'. 3. 'ND License Number' is an empty text box. 4. 'Corporate Name (Admin)' is an empty text box.

4.2.3 Additional Information - check each of the boxes that apply to facility

4.2.4 The following information must be entered

- a) Enter type of floor covering used in body art rooms
- b) Wall coloring (Must be light in color)
- c) Any other information you feel is important

A screenshot of a web form titled 'Additional Information'. The form has a light blue header. Below the header, there is a minus sign icon and the text 'GENERAL INFO'. Underneath, there is a list of seven items, each with a checkbox: 'AUTOCLAVE:', 'ULTRASONIC:', 'TATTOOING:', 'BODY PIERCING:', 'COSMETIC TATTOOING:', 'BRANDING:', and 'SCARIFICATION:'. Below this list is a text box labeled 'ADDITIONAL INFORMATION:'. At the bottom, there is a text box labeled 'PROJECTED OPENING DATE:' with a calendar icon to its right.

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4.2.5 Body Artist information

4.2.5.1 If more than one body artist at facility, enter required information for that artist in the “Additional Information” section under first body artist.

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BODY ARTIST 1

*ARTIST 1 NAME:

ARTIST 1 CPR CERT:

*CPR EXPIRATION DATE:

BLOOD BORNE PATHOGEN:

HEB B VACCINATED:

ADDITIONAL INFORMATION:

4.2.6 Upload Required Submittal Items as stated in 1.4 above. Label with appropriate titles.

- a) Scale floor plans of facility
- b) The following items for **each** body artist
 - Hepatitis B vaccination records
 - CPR Certification
 - Blood Borne Pathogen certificate

4.2.7 Upload the Required Submittal Items by clicking . Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.2.8 Click Upload.

Attachments

Filename

Description

4.2.9 Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.

Attachments

Filename

Description

Attachments:

- CTPR020915.pdf
- FLOOR PLANS
- CTPR020915_01.pdf
- EQUIPMENT
- CTPR020915_02.pdf
- FLOOR AND WALL COVERING

4.2.10 Click Next Step.

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4.3 Step 2 Address/Contact Information

4.3.1 Enter part of the address and Search. Select the correct address or “Not Listed”

License Address

Enter all or part of the address and press search

1020 E

Select address below

1020 E C AV
1020 E CAPITOL AV
1020 E CENTRAL AV
1020 E HIGHLAND ACRE RD
1020 E INDIANA AV
1020 E LASALLE DR
1020 E TURNPIKE AV

Print Name As

Email Address

Phone

Fax

Emergency

4.3.2 Print name as: How you want facility listed on license

4.3.3 E-mail address of facility

4.3.4 Phone number of facility

4.3.5 Fill in other information which applies

License Address

1020 E CENTRAL AV
BISMARCK, ND 58501

Address Lookup

Print Name As

Email Address

Phone

Fax

Emergency

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4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

Application for a BODY ART License
Review the information below prior to submitting the application

License Information EDIT		License Address EDIT	
Type	BODY ART	1020 E CENTRAL AV BISMARCK, ND 58501	
Licensee	Name of facility		
ND License Number	n/a		
Corporate Name (Admin)	n/a		
Additional Information EDIT		Mailing Address EDIT	
AUTOCLAVE	YES	1020 E CENTRAL AV BISMARCK, ND 58501	
ULTRASONIC	YES		
TATTOOING	YES		
BODY PIERCING	YES		
COSMETIC TATTOOING	YES		
BRANDING	YES		
SCARIFICATION	YES		
ADDITIONAL INFORMATION	Floor covering Wall coloring Sanitizer used in facility		
PROJECTED OPENING DATE	4/30/2015		
ARTIST 1 NAME	Name of Body Artist		
ARTIST 1 CPR CERT	NO		
CPR EXPIRATION DATE	4/6/2015		
BLOOD BORNE PATHOGEN	YES		
HEB B VACCINATED	YES		
ADDITIONAL INFORMATION	If more than one artist, enter their information here.		
		Contacts EDIT	
		Owner Information	
		Applicant Information	
		Business Owner Information	
		Fees	
		Total Fees \$0.00	
		Attachments	
		To upload additional attachments click Here	

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

4.5 Step 4 To Pay for a License

4.5.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

4.5.2 From Checkout Summary select PAY NOW. Enter credit card information and select Process Payment. Upon approval the Applicant will be able to print a receipt and a receipt will be emailed to the Applicant's email address.

4.5.3 Once application has been submitted someone from Environmental Health will be in contact with you.