

## Instructions Application for Business License

An applicant for business licensure must complete the form and submit it with the required fee.

### **SECTION I – GENERAL INFORMATION**

1. The applicant must designate the business s one of the following --

*New Massage Therapy Business* –Location has never been licensed as a massage therapy business

*Change of Ownership* –Location has a massage therapy business license, however, there is a new owner and/or manager.

*Change in Location*- Location has massage therapy business license and is moving to a different address.

*Reinstate License* –Location had a massage therapy business license that expired. The **location & owner/manager** have **not** changed.

### **SECTION II – BUSINESS INFORMATION**

**2. Name of Establishment** – This name will be printed on the license.

**3. d/b/a** – Doing Business As –Some businesses have a corporate name and a business name. This name will print on the license also.

**4. Business Type** – The applicant must designate if the business is one of the following:

**A. Spa** – While neither the law nor regulation defines the word spa, in general a spa provides a variety of services such as massage therapy, facials and a variety of body treatments.

**B. Salon** – While neither the law nor regulation defines the word “salon”, the term salon refers to beauty shop, beauty salon and relates to section 329.010(6) RSMo of the cosmetologists, hairdressers and manicurists statute. The law defines a cosmetology establishment as, “that part of any building wherein or whereupon any of the classified occupations are practiced including any space rented within a licensed establishment by a person licensed under this chapter, for the purpose of rendering cosmetology services.” This business will have a license from the Board of Cosmetology and Barber Examiners also.

**C. Home Based** – This type of massage therapy business is located in a residence or licensee’s home.

### **5. General Liability Insurance**

20 CSR 2197-5.010(1) (H) 20 CSR 219-.3.010(4) (A) of the massage therapy regulations require general liability insurance for the massage therapy business. The applicant must check one of the boxes in this section and either provide a copy of the general liability insurance policy or the policy name and number.

### **6 – 11. Business Location Information**

**11. Email Address** **Please enter the email address of the person applying for the business license. Please register in MoPRO to receive notifications.**

### **12. Social Security Number**

Please enter the social security number of the individual responsible for the massage therapy business. This social security number must be the same as the social security number used for the background check.

### **13. Missouri State Tax Identification Number**

Effective January 1, 2009 state agencies must require a statement of “no tax due” from the Missouri Department of Revenue before issuing or renewing any state license required for conducting any business where goods are sold at retail. This requirement was enacted in Senate Bill 30 of the 94<sup>th</sup> General Assembly (2007), and was signed into law by the Governor on June 13, 2007. Please provide the Missouri Sales Tax Identification number to facilitate verification of compliance with the Missouri Department of Revenue online or a copy of the “no tax due” letter from the Missouri Department of Revenue.

- **NOTE REGARDING SOCIAL SECURITY AND SALES TAX IDENTIFICATION NUMBERS:** Pursuant to § 620.127, RSMo, disclosure of your social security number (SSN) is mandatory. The board will not publicly

disclose your SSN without your consent, unless such disclosure is permitted by federal or state law. However, state law allows the board to disclose your SSN in connection with any civil, criminal, administrative or arbitral proceeding, in an investigation in anticipation of litigation, pursuant to a court order, and in the performance of a statutory or constitutional duty or power. The board can also disclose your SSN to another government agency (federal, state or local) and to a private person or entity acting on behalf of, or in cooperation with, a state entity. State law requires the board to provide your SSN to child support and tax compliance officials. Unless authorized by law, the SSN and State tax ID number is confidential and will not be shared with any the public or outside entity.

### **SECTION III – CORPORATE INFORMATION**

**Items 14 through 18** must be completed if the business is incorporated or a limited liability corporation.

### **SECTION IV – BACKGROUND INFORMATION**

**19 through 22** - Any question with a “yes” answer requires a written explanation included with the application for licensure.

**23** and **24** are to be completed if the business is changing its name (23) or ownership (24).

### **SECTION V – AFFIDAVIT**

**25.** Print the name of the individual responsible for the massage therapy business. This item must correspond to the social security number in item 12.

### **26. BACKGROUND CHECK**

An applicant for a business license must submit to a criminal background check pursuant to section 324.267 RSMo of the licensure law that states, “Any applicant for a license to operate a massage business or a license to practice massage therapy shall authorize the board to conduct a criminal background check. The cost of such background check shall be paid by the applicant.” If an applicant submitted a criminal background check while licensed as a student, provisional or permanent massage therapist and the results are less than one year old, a second criminal background check is not required.

Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol and the Federal Bureau of Investigation.

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at <http://www.machs.mo.gov/> to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. Applicants seeking a business license, this registration number is **5407**. The registration number ties all agency/licensure entity identifying information together to ensure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the board office.

**PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK AND INSPECTION ARE RECEIVED BY THE BOARD, A LICENSE WILL NOT BE ISSUED.**

### **INSPECTIONS**

The Board often receives questions from licensees and businesses regarding the inspection. If the inspector visits the business and there is no one available to accompany the inspector, a business card or note will be left for the business owner/manager to contact the inspector. Due to the inspector’s schedule s/he may not be able to complete an inspection shortly after a missed attempt, as there are other inspections assigned for a given day. Please be patient and the inspector will attempt to return to the business as soon as possible.