

# How to Apply for a Tattoo/Body Piercing License Online

# Login to you Citizen Access Portal account. New Users: Register for an Account

Home Building Licenses Planning Fire Engineering Environmental more ▾

**Welcome to the City of El Paso, Texas Online Permitting / Licensing Citizen Portal**

We are pleased to offer our citizens, contractors, businesses, and visitors access to transparent government information online, 24 hours a day, 7 days a week.

We will be offering a wide variety of services for you in the near future. Contractor registration and accounts will be available later this year.

Currently available:

- View Permit Data
- Search for Permitted work
- Renew business licenses

**What would you like to do today?**  
To get started, select one of the services listed below:

**Building**  
[Search Applications](#)

**Licenses**  
[Search Applications](#)

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

ACA Link: <http://epermit.elpasotexas.gov/citizenaccess/>

From the Home page, select “Create an Application”  
under the Licenses section

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs for Home, Building, Licenses, Planning, Fire, and Engineering. Below the menu, a welcome message reads "Welcome Sarah" and "You are now logged in." To the right of the welcome message is a "Cart You" button. Below the welcome message, a section titled "What would you like to do today?" prompts the user to select a service. A grid of service options is displayed, with each cell containing a service name and two links: "Create an Application" and "Search Applications". The "Licenses" section is highlighted with a red circle, and an arrow points to the "Create an Application" link within it.

<b>Building</b> <a href="#">Apply for a Permit</a> <a href="#">Search Applications</a>	<b>Licenses</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Planning</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>	<b>Fire</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>General Information</b> <a href="#">Lookup Property Information</a> <a href="#">Search for a Licensee</a>	<b>Engineering</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Environmental</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>	<b>Health</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Enforcement</b> <a href="#">Search Applications</a>	<b>Animal</b> <a href="#">Search Applications</a>
<b>Transportation For Hire</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>	<b>Traffic Control</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>

Review the General Disclaimer. When you are ready, check mark that you have read and accepted the above terms

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[Create an Application](#) | [Search Applications](#)

### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

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I have read and accepted the above terms.

[Continue Application »](#)

# For Record Type, select Tattoos and Body Art Artist License

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## Select a Record Type

**We are sorry, but due to internal site maintenance License Renewals are NOT available online. Please call our Business Center at 915-212-0104 for payments by phone. You can also renew in person at 911 Texas Ave or by mail to the address listed in your renewal notice. Again we are sorry for the inconvenience.**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Security Alarm License
- Tattoos and Body Art Artist License

[Continue Application »](#)

# Complete Applicant section

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## Tattoos and Body Art Artist License

1 Applicant Information 2 License Information 3 Documents 4 Review 5 Pay Fees 6

### Step 1 : Applicant Information > Page 1

\* indicates a required field.

#### TATTOO ARTIST

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account Add New

"Select from Account" prefills your information from Accela profile information you created

#### CONTACT

##### TATTOO OR BODY ART STUDIO CONTACT INFORMATION

To add a new contact, click the Add New button or Select from Account.

Select from Account Add New

#### CONTACT

##### SECONDARY TATTOO OR BODY ART STUDIO CONTACT INFORMATION

To add a new contact, click the Add New button or Select from Account.

Select from Account Add New

Continue Application »

Contact Information

\*First: Middle: \*Last: Craigo

\*Address Line 1: 811 Texas

\*City: El Paso \*State: TX \*Zip: 79907

\*Primary Phone: Secondary Phone:

\*Primary E-mail Address:

Continue Discard Changes

The contact information of the studio is OPTIONAL

Once you have completed this section, press "Continue Application".

Under Licenses, Select the License Holder Type. If applicable, Tattoo and Body Art Event is **OPTIONAL**

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### Tattoos and Body Art Artist License

1 Applicant Information 2 License Information 3 Documents 4 Review 5 Pay Fees 6

Step 2 : License Information > Page 2 \* indicates a required field.

**Custom Fields**

**APPLICATION**

\* License Holder Type :

Tattoo and Body Art Event :

[Continue Application »](#)

- Select from:
1. City of El Paso Resident
  2. Non-Resident working within city limits
  3. Visitor

Once you have completed this section, press “Continue Application”.

# Document Upload

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## Tattoos and Body Art Artist License

1 Applicant Information 2 License Information 3 Documents 4 Review 5 Pay Fees 6

Step 3 : Documents > Page 3

\* indicates a required field.

### Attachment

The maximum file size allowed is 1024 MB.

html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Bloodborne Pathogens, Government Issued ID

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

Add

Continue Application »

Add: Bloodborne Pathogens Certificate & Government Issued ID

Once you have completed this section, press "Continue Application".



# Review the Information

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### Tattoos and Body Art Artist License

1 License Information 2 Documents 3 **4 Review** 5 Pay Fees 6 Record Submittal

**Step 4: Review**

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Tattoos and Body Art Artist License

**TATTOO ARTIST** [Edit](#)

**CONTACT** [Edit](#)

**CONTACT** [Edit](#)

**Custom Fields**

**APPLICATION** [Edit](#)

License Holder Type: : City of El Paso Resident

Tattoo and Body Art Event: :

**Attachment** [Edit](#)

The maximum file size allowed is 1024 MB.  
html;htm;mht;mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Bloodborne Pathogens, Government Issued ID

Name	Type	Size	Latest Update	Action
LCDL17-00065.pdf	Bloodborne Pathogens	7.80 KB	04/12/2017	<a href="#">Actions</a> ▾
LCDL17-00065.pdf	Government Issued ID	7.80 KB	04/12/2017	<a href="#">Actions</a> ▾

[Continue Application »](#)

Once you have completed this section, press "Continue Application"

# Almost done! - Customer is notified the application was submitted successfully

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[Create an Application](#) | [Search Applications](#)

1 Select item to pay → 2 Payment information → 3 **Receipt/Record issuance**

## Step 3: Receipt/Record issuance

### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

No Address

[LTAT17-00086](#)

[View Record](#)

## LTAT17-00086 - Application Successfully Submitted

Accela

Sent: Wed 4/12/2017 2:26 PM

To:

Dear

Your application for a Tattoo and Body Artist License has been successfully submitted and is in review. You have been assigned Case Number LTAT17-00086. You will receive an email shortly with further instruction. To check the status of your application, please login to the City of El Paso's [Citizen Access Portal](#) and view your record's Processing Status. For questions, please contact us at [OSSHelp@elpasotexas.gov](mailto:OSSHelp@elpasotexas.gov)

# Customer receives notification to pay



After payment is processed, your receipt and a link to download your new license certificate will be e-mailed to you

If you have any questions please call 915.212.0104

Fax: 915.212.0105

Email: [OSSHelp@elpasotexas.gov](mailto:OSSHelp@elpasotexas.gov)

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