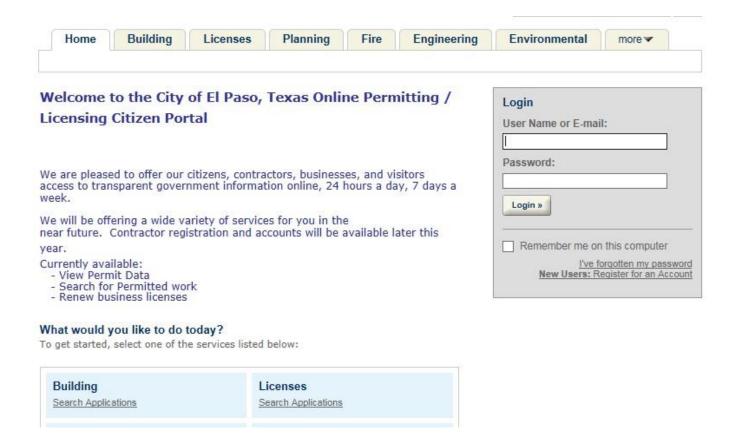
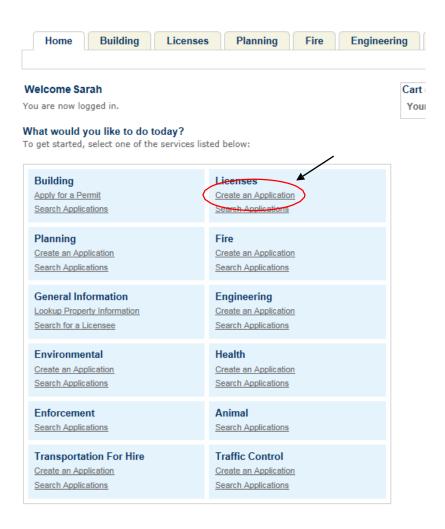
How to Apply for a Tattoo/Body Piercing License Online

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

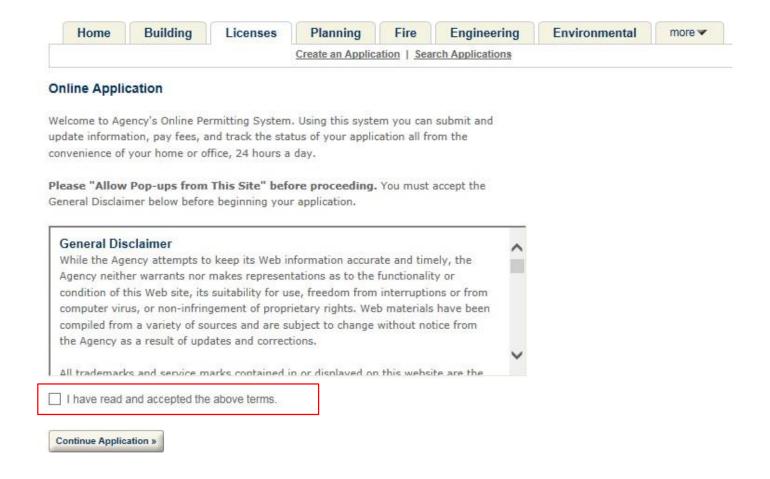


ACA Link: http://epermit.elpasotexas.gov/citizenaccess/

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



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



For Record Type, select Tattoos and Body Art Artist License



Select a Record Type

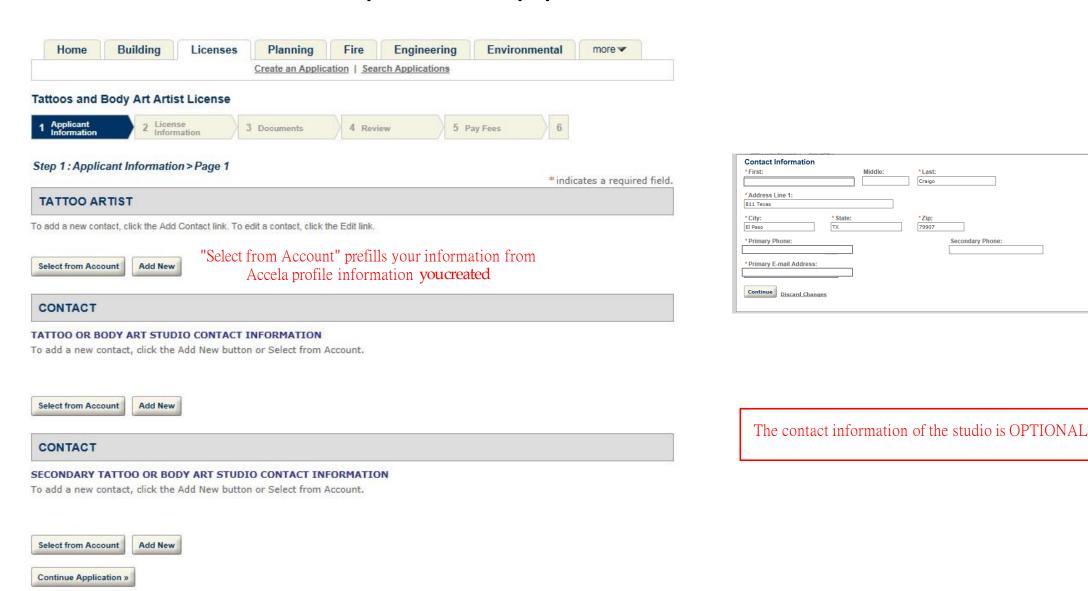
We are sorry, but due to internal site maintenance License Renewals are NOT available online. Please call our Business Center at 915-212-0104 for payments by phone. You can also renew in person at 911 Texas Ave or by mail to the address listed in your renewal notice. Again we are sorry for the inconvenience.

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

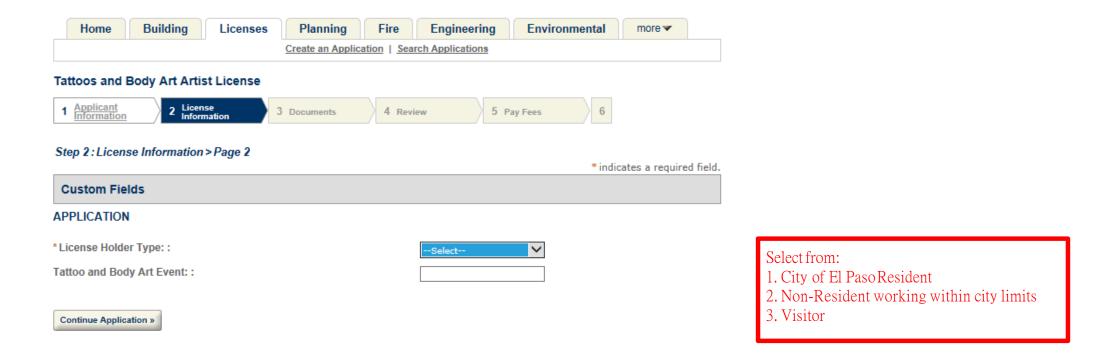
Continue Application »

Complete Applicant section

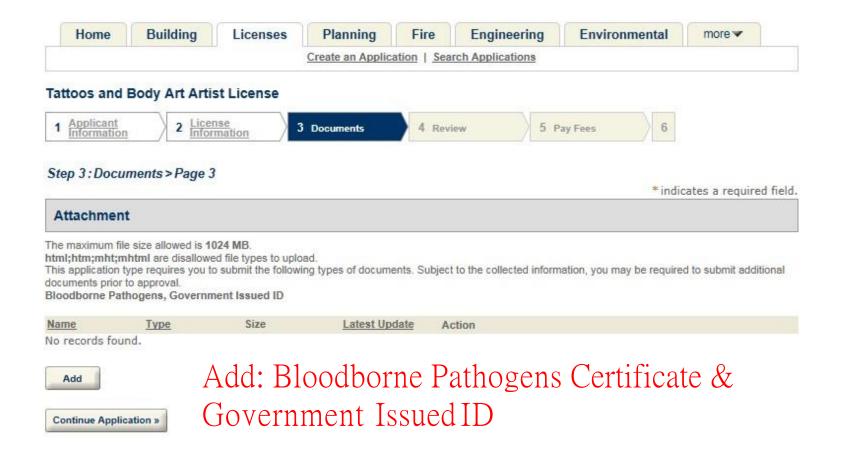


Once you have completed this section, press "Continue Application".

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



Document Upload



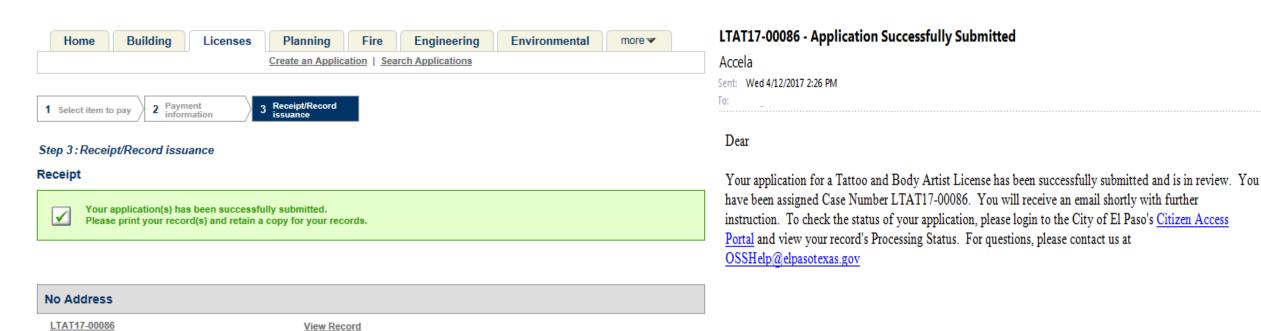
Once you have completed this section, press "Continue Application".

Review the Information

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attoos and Body	Art Artist Lie	ense						
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Step 4 : Review								
Continue Application »								
lease review all info	mation below.	Click the "I	Edit" buttons to m	ake chang	es to sections or "	Conti	nue Application"	to move on.
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Continue Application »								

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

Almost done! Customer is notified the application was submitted successfully



Customer receives notification to pay

From:	Accela	Sent: Wed 4/12/2017 9:05 AM
To:		
Cc:		
Subject:	TEST: LTAT17-00060 - Application Pending Payment	
Your L	Steve TEST, LTAT17-00060 application for a Tattoo and Body Art License is pending payment. Please login to the City of El Paso's <u>Citizen Access Portal</u> to make paym 104 to pay by phone.	ent online or call (915)

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

One Stop Shop Planning & Inspections 811 Texas El Paso, TX 79901

Hours of Operation: Monday-Thursday, 7:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 12:00 p.m.