



Application for a Tattooist Licence

Tattoo Industry Act 2013

This form is effective from 1 July 2022

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

.....

Payment details

Amount allocated

\$

CHC amount

\$

Fingerprint amount

\$

Total amount

\$

Entity

Entity number

Instructions

Please use BLOCK letters when you fill out this form and attach extra sheets if necessary. All dates should be DD/MM/YYYY. Check our website to confirm current fees. Notes to assist you in completing this form can be found in the margins and at the beginning of the document.

Licence applications, supporting documentation and fees under the *Tattoo Industry Act 2013* can be lodged by mail or at the one of our regional offices or at a Queensland Government Service Centre.

Average processing times for a complete application is four to six weeks. Make sure you provide all the information required with your application to avoid delays.

You must hold a certificate in Maintain Infection Prevention for Skin Penetration Treatments (HLTINF005), if you personally perform body art tattooing in Queensland.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Tattoo Industry Act 2013* to process your licence application. In accordance with this Act, some personal information and business information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name, business address, business information and postal address will be placed on a register which may be inspected by the public. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Criminal history check

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website www.justice.govt.nz

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

Fees

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule. No GST is payable on the fee.

A mandatory fingerprinting fee is payable in addition to the licensing fees and criminal history check fee. The fingerprinting fee is payable at the time of lodging the original application and will not need to be paid again unless your licence expires.

So that your application for a licence can be considered, all applicants are required to have fingerprints taken by the Queensland Police Service. You will be advised in writing of the process to have your fingerprints taken after your application is lodged. An appointment must be made before attending a police station to have your fingerprint taken for the purpose of this licence. You should read the mandatory fingerprinting privacy information statement attached to this application.

Already fingerprinted

While you have a current licence under the *Tattoo Industry Act 2013* you only need to have your fingerprints taken once. This applies even if you apply for any additional tattoo licences.

However, you do need to give your fingerprints again if you have had them taken for another reason. For instance, you may have been fingerprinted if you hold a gaming or weapons licence or hold a blue card.

For further information on mandatory fingerprinting and palming, please read the Fingerprints, Palm Prints and National Police Check information statement attached to this application and refer to our website www.qld.gov.au/fairtrading

Name of applicant

Name of applicant

.....

Licence term

Please note: licence fees may change on 1 July each year.

1 year

3 years

Part A—Applicant details

Applicant details

An application for a tattooist licence may only be made by an individual.

NOTE: if you hold a Queensland drivers licence, your name, date of birth and residential address must be entered as shown on your licence.

You must provide evidence of each change of name. ie certified copies of marriage or change of name certificate.

Preferred title Mr Mrs Ms Miss Other (specify)

Surname

Given name Middle name(s)

Phone (business hours) Mobile.....

Email

Drivers licence number.....

State/Territory/Country of issue

Is the applicant known by or have they ever been known by any other name?
(ie Maiden name or Also Known As (AKA))

No Yes—Provide details of other names

.....

Date and place of birth

Note: Refer to notes section for a list of identification documents to verify 100 points. Certified copies of original documents are required.

Date of birth / /

Place of birth: Town State

Country

Citizen or residency status

Note: If you are not an Australian Citizen or an Australian Resident you are not eligible to apply for this licence.

Are you an Australian citizen? Yes No

Are you an Australian resident? Yes No

ImmiCard number (if applicable).....

Passport number Visa number

Passport country

Passport type: Government Private UN refugee

Residential address

Unit/flat number Street number

Street name

Suburb State Postcode

Postal address

(if different from above)

Postal address

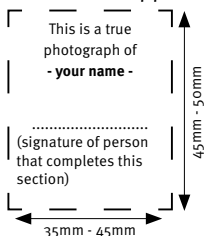
Suburb State Postcode

Part B—Photographs

Photographs

Two recent scannable passport size photographs of the applicant must accompany this application.

Note: Only passport quality photos can be accepted. The photographs should be placed in an envelope and stapled to the front of this application form.



The reverse side of each photograph **must be certified and signed** by a person (other than the applicant) who has known the applicant for at least 12 months, using the following wording:

This is a true photograph of << insert applicant's name >>

The person who certifies and signs the reverse side of the photographs must also complete the information below and sign in the space provided.

Full name

Residential address

Suburb State Postcode

Phone Fax

Mobile Email

Signature: Date / /

Part C—Evidence of employment

Provide the following particulars concerning **current or pending** employment as a body art tattooist.

Business name refers to place of employment.

Note: You may be asked to provide a formal statement of employment to verify the information provided. If this is required the Office of Fair Trading will contact you to request this information. If you have no previous, existing or impending employment, tick the box below.

I have no current or pending employment as a body art tattooist in a business

Go to Part D

Full name of employer

Licence number of employer

Business name

Business address

Suburb State Postcode

Start date / /
D D / M M / Y Y Y Y

Full name of employer

Licence number of employer

Business name

Business address

Suburb State Postcode

Start date / /
D D / M M / Y Y Y Y

Full name of employer

Licence number of employer

Business name

Business address

Suburb State Postcode

Start date / /
D D / M M / Y Y Y Y

Full name of employer

Licence number of employer

Business name

Business address

Suburb State Postcode

Start date / /
D D / M M / Y Y Y Y

Full name of employer

Licence number of employer

Business name

Business address

Suburb State Postcode

Start date / /
D D / M M / Y Y Y Y

Part D—Disclosure

If you answer 'Yes' to any of questions A–F, provide full details in the space provided. If necessary, attach an additional sheet.

Please note: in relation to Question B, an order is issued by a court. It does not relate to training you have done under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

relevant Minister means—

- (a) the Minister responsible for administering the *Fair Trading Act 1989* and the Australian Consumer Law; or
- (b) the Minister responsible for administering the *Public Health (Infection Control for Personal Appearance Services) Act 2003*; or
- (c) the Minister responsible for administering the *Police Powers and Responsibilities Act 2000*.

- A.** Do you hold a certificate for Maintain Infection Prevention for Skin Penetration Treatments (HLTINFO05)?
 Yes No (If yes, please attach a copy)
.....
- B.** Are you subject to an order made by the Court under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* made in connection with the carrying out of skin penetration procedures?
 Yes No
.....
- C.** Have you held any licence, permit or other authority under an Act administered by a relevant Minister that has been suspended, cancelled or revoked?
 Yes No
.....
- D.** Are you disqualified from holding a licence, permit or other authority under an Act administered by a relevant Minister?
 Yes No
.....
- E.** Have you been convicted of an offence under the *Tattoo Industry Act 2013* or the previously repealed Act?
 Yes No
.....
- F.** Are you currently being investigated which, to your knowledge, may result in disciplinary action being taken against you?
 Yes No
.....

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Part E—Checklist and declaration

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule

Please check each statement and tick each box if you have met the following requirements:

- I have completed each part of this form honestly and correctly to the best of my knowledge.
- I have provided all relevant documentation to meet the 100 point identification verification check.
- I have enclosed the application fee.
- I have enclosed the criminal history check fee.
- I have enclosed the fingerprinting fee and I have read the mandatory fingerprinting privacy statement below.
- I have enclosed two recent certified passport sized photographs.
- I have enclosed a copy of my hygiene certificate (if applicable).

Please note: if you do not provide all the information requested on this form, your application will be delayed until the department receives the required information from you.

I am applying for a tattooist licence under the *Tattoo Industry Act 2013* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

[Please note that S.11 (12) of the Act states the S.6 of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, does not apply in relation to an application for a licence].

In submitting this application, I also consent to a criminal history check being conducted and for the police services in Australia (including federal, states and territories) to disclose my criminal history information and any impending charges to the Office of Fair Trading. I also understand any disclosure will be subject to applicable federal, state and territory legislation and/or applicable police service policy. I also understand that enquiries may be made with the Department of Home Affairs to verify my eligibility to work in Australia.

By lodging this application I also consent to having my fingerprint and palm prints taken by a police officer in order to confirm my identity.

Signature Date / /

Full name.....

This declaration MUST be signed by the applicant.

NOTE: It is an offence under the *Tattoo Industry Act 2013* to make a false or misleading statement on this form.

Mandatory fingerprinting privacy statement

Under the *Tattoo Industry Act 2013* (the Act), the Office of Fair Trading requires your fingerprints to be taken to confirm your identity and to undertake ongoing probity checks under section 35E of the Act.

Your fingerprints will be taken by specially trained Queensland Police Service staff who are authorised to do so. Once your fingerprints are taken, they will be securely stored by the Queensland Police Service Fingerprint Bureau. Your fingerprints will also be uploaded onto the National Automated Fingerprint Identifications System (NAFIS). NAFIS is operated and secured by Crim Trac, the Australian Government agency that also provides the criminal history search service. As a Commonwealth agency, Crim Trac must operate in accordance with the *Commonwealth Privacy Act 1988*.

Criminal History Checks will still be conducted on every licensee and any additional names identified by the initial fingerprint identification process will also have criminal history searches conducted against them.

Ongoing probity checks will be performed daily by comparing fingerprints stored on NAFIS against unidentified latent fingerprints from unsolved crime scenes. This in addition to overnight matching of licence details against the Queensland Police Service database to determine if a licensee has been charged with a serious criminal offence.

Fingerprint records will also be available to other police services in Australia. However, your fingerprints will **NOT** be available to the Office of Fair Trading.

If your application is withdrawn or refused, the chief executive will ask the Commissioner of Police to destroy your fingerprints as soon as practicable. Destruction will be scheduled automatically after appeal rights are exhausted.

If you allow your tattoo licence to expire, you may apply to the Commissioner of Police to have your fingerprints, collection under section 35E, destroyed. If the Commissioner grants your request, your fingerprints will be destroyed as soon as practicable in the presence of a Justice of the Peace.

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 14 days.

This area has been intentionally left blank.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details

Cash—pay in person Debit/Credit card Money order Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /

Cardholder's signature:

.....



By post

A cheque or money order can be posted in, together with the application form.
Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.
Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.

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Proceed to next section for payment details.

If you do not complete the payment section this form will be considered incomplete and may delay processing.

Application for a Tattooist Licence

Tattoo Industry Act 2013

This form is effective from 1 July 2022

ABN: 13 846 673 994

An application for a tattooist licence may only be made by an individual. A tattooist licence authorises the licensee to perform body art tattooing procedures in accordance with the *Tattoo Industry Act 2013* and the conditions of the licence.

An application for a licence **may not** be made by an individual who is:

- (a) under the age of 18 years, or
- (b) not an Australian citizen or Australian resident.

A licence remains in force for a period of **one or three** years from the day on which it comes into force, unless sooner surrendered or cancelled or it otherwise ceases to be in force.

You must hold a certificate in Maintain Infection Prevention for Skin Penetration Treatments (HLTINF005), if you personally perform body art tattooing in Queensland.

When your application is received by the Office of Fair Trading, it will be checked for completeness. If there is a problem with your application, you will be contacted for clarification. The Office of Fair Trading will carry out such investigations and inquiries in relation to your application as are considered necessary to determine if you are a fit and proper person to be granted the licence.

Fingerprints, Palm Prints and National Police Check

So that your application for an tattooist licence can be considered, all applicants are required to have fingerprints and palm prints taken to confirm your identity and to undertake ongoing probity checks. This is a requirement under section 35E of the *Tattoo Industry Act 2013*.

Note: Under the Act, the Chief Executive must refuse to determine an application for a licence if the applicant refuses to be fingerprinted and palm printed.

Your fingerprints will be taken by specially trained Queensland Police Service staff who are authorised to do so. You will be advised in writing of the process to have your fingerprints and palm prints taken after your application is lodged. An appointment must be made before attending a police station to have your fingerprints taken for the purpose of this licence.

Once your fingerprints are taken, they will be securely stored by the Queensland Police Service Fingerprint Bureau. Your fingerprints will also be uploaded onto the National Automated Fingerprint Identification System (NAFIS). NAFIS is operated and secured by CrimTrac, the Australian Government agency that also provides the criminal history search service.

As a Commonwealth agency, CrimTrac must operate in accordance with the Commonwealth Privacy Act 1988.

Criminal History Checks **may** be conducted on every applicant and any additional names identified by the initial fingerprint identification process **may** also have criminal history searches conducted against them.

Ongoing probity checks will be performed daily by comparing fingerprints stored on NAFIS against unidentified latent fingerprints from unsolved crime scenes. This is in addition to overnight matching of licence details against the Queensland Police Service database.

Fingerprint records will also be available to other police services in Australia. However, your fingerprints will **NOT** be available to the Office of Fair Trading.

If your tattoo licence is no longer current, because it has expired, the application has been withdrawn, or the Chief Executive has cancelled your licence or refused to renew your licence, your fingerprints **may** be destroyed. The fingerprint records to be destroyed will only be the fingerprints taken as part of the tattoo parlours licence process. The destruction will include the copy stored at the Fingerprint Bureau and the tattoo licence fingerprint record stored on NAFIS. The destruction will be performed by two highly qualified fingerprint specialists and will be done in the presence of a Justice of the Peace.

Any fingerprints or palm prints obtained from an applicant who is granted a licence may be used by the Commissioner of Police for any purpose that the Commissioner sees fit.

If an application for a licence is withdrawn or refused, the Commissioner is to ensure that any fingerprints or palm prints that are obtained for the purpose of this licence application, and any copies of them, are destroyed as soon as is practicable after the application is withdrawn or refused.

Already fingerprinted

While you have a current licence under the *Tattoo Industry Act 2013* you only need to have your fingerprints taken once. However, you do need to give your fingerprints again if you have had them taken for another reason. For instance, you may have been fingerprinted if you hold a gaming or weapons licence or a blue card.

Identity verification check

Personal identification 100 point check

You must establish your identity by providing documents from the list (to the right) certified as true copies of the original (see note). Originals may also be sighted and copied by staff if you are lodging the application in person at a departmental counter.

Different types of identity documents are worth different points (see table). You can use different combinations of documents to make up your 100 points, but **you must include at least one primary document as part of your 100 points.**

Note: This office will only accept photocopies of documents certified by the following people: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.

Note: You must supply certified identification in your current name.

Document	Points value
Primary documents	
Passport (current or expired within the past two years, but not cancelled)	50
Birth certificate/extract	50
ImmiCard	50
Australian driver's licence	50
Photo identification card/Adult proof of age card	50
Secondary documents	
Australian Citizenship certificate	40
Public service employee ID card	40
Health care card	40
Tertiary education student ID card	40
Mortgage documents	40
Letter from employer (current or within past two years)	25
A rating authority e.g. land rates	25
Utility bill* e.g. electricity, gas, telephone	25
ATM card, credit card, bank book statement*	25
Council rates notice	25
Medicare card	25
Marriage certificate	25
* You cannot use more than one from the same financial institution or utility.	

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