



MESSAGE ESTABLISHMENT REGISTRATION CERTIFICATE APPLICATION PACKET CHECKLIST

YOU MUST SUBMIT ALL OF THE FOLLOWING DOCUMENTS
TO RENDER YOUR APPLICATION PACKET COMPLETE

√	#	REQUIRED ITEMS
	1	<u>1000 FOOT DOCUMENT & ACKNOWLEDGEMENT FORM</u>
	2	<u>COMPLETED</u> ESTABLISHMENT REGISTRATION CERTIFICATE APPLICATION
	3	CAMTC CERTIFICATE FOR OWNER OR DESIGNATED CAMTC CERTIFIED INDEPENDENT MASSAGE TECHNICIAN
	4	CAMTC ID CARD FOR OWNER OR DESIGNATED CAMTC CERTIFIED INDEPENDENT MASSAGE TECHNICIAN
	5	COPY OF DRIVERS LICENSE FOR OWNER OR DESIGNATED OFFICER
	6	COPY OF DRIVERS LICENSE FOR INDEPENDENT MASSAGE TECHNICIAN
	7	COPY OF LIVE SCAN RECEIPT FOR OWNERS OR DESIGNATED OFFICERS THAT ARE NOT CAMTC CERTIFIED
	8	COMPLETED MANAGER REGISTRATION FORM
	9	COPY OF LEASE FOR ESTABLISHMENT LOCATION SHOWING NAME OF PERSON(S) OR BUSINESS LEASING THE LOCATION, NAME OF PROPERTY OWNER WITH COMPLETE CONTACT INFORMATION, AND TERM OF LEASE (FOR ERC APPLICATIONS FOR NEW ESTABLISHMENTS ONLY. MUST BE NOTARIZED)
	10	COPY OF PURCHASE AGREEMENT SHOWING PURCHASER AND PURCHASOR (FOR ERC APPLICATIONS FOR NEW ESTABLISHMENTS ONLY. MUST BE NOTARIZED)
	11	PROPERTY OWNER APPROVAL FORM SHOWING WRITTEN PERMISSION FOR USE OF PROPERTY OR LOCATION AS A MESSAGE ESTABLISHMENT (FOR ERC APPLICATIONS FOR NEW ESTABLISHMENTS ONLY. MUST BE NOTARIZED)
	12	NON-REFUNDABLE PAYMENT OF \$565