

City of Troy
City Clerk's Office
500 West Big Beaver
Troy, Michigan 48084
(248) 524-3331

(Send Application & Remittance to Above Address)



INSTRUCTIONS FOR MASSAGE FACILITY EMPLOYEE ANNUAL REGISTRATION APPLICATION

STEP I. APPLICANT:

- Submit the completed Massage Facility Employee Annual Registration Application (**TYPED OR PRINTED**) to the City Clerk's Office with the following items:
 - Copy of certificate of completion from massage school** (see information regarding school requirements on next page)
 - \$50 Payment (cash, debit card, check or money order payable to City of Troy)
 - Copy of driver's license or government-issued photo ID

STEP II. APPLICANT/CITY CLERK'S OFFICE:

- Review accuracy of the completed application and documentation
- Make a copy of the driver's license if a copy is not provided
- Retain original copy of completed application for internal processing
- Process payment; print one receipt for applicant; print second receipt for file
- Direct applicant to Police Dept./Records Section for fingerprinting

STEP III. CITY CLERK'S OFFICE

- APPLICANT MUST BE FINGERPRINTED:** The receipt for application fee plus photo identification must be presented in order to be fingerprinted
- CITY CLERK'S OFFICE** will route application for approval/denial

STEP IV. APPLICANT:

- The applicant will be notified of approval by the City Clerk's Office

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MESSAGE FACILITY EMPLOYEE ANNUAL REGISTRATION FORM

"Employee" includes any individuals employed by or contracted by the Massage Facility

Date _____

Full Name _____ Birth Date _____

Home Address _____

City/State/Zip _____ Driver's License # _____

Home Phone _____ Cell Phone _____

NAME OF MESSAGE FACILITY: _____

I, _____, do hereby acknowledge and subscribe to the foregoing instrument and declare all statements to be true. I authorize the City, its agents and employees, to seek information and conduct an investigation to verify the veracity of the information provided, including a LEIN records check.

Applicant's Signature

***Massage School must meet the following requirements:**

Chapter 98-A, 1(g) "Massage School" means a school which is licensed by the State of Michigan Board of Education as required by P.A. 148 of 1943 (MCLA 395.101, et. seq.) with a class hour requirement of at least 500 hours and which requires for admission students with a tenth grade education, which has minimum requirements of a continuous course of study and training consisting of studies in physiology, anatomy, massage theory, hydrotherapy, hygiene, ethics, and practical massage, and which employs as instructors one or more massage therapists meeting all of the following criteria:

- 1) Graduate of a state licensed school with a minimum of 500 hours of education.
- 2) A minimum of five years of experience as an instructor at a recognized school and/or massage therapist, and proof of such experience.
- 3) For the purpose of this Chapter, a correspondence school or a school outside the United States is not a recognized school or massage school

Approval of this application is determined by the Police Department