

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

Fax #: (608) 251-3036  
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way  
Madison, WI 53705

E-Mail: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INFORMATION FOR COMPLETING TANNING DEVICE REGISTRATION APPLICATION

#### **Tanning Device Registration:**

- No person may operate a tanning facility without a permit issued by the Department of Safety and Professional Services (DSPS).
- Permits issued by the DSPS expire annually on June 30.
- A permit holder shall notify the DSPS in writing of any changes in information that appears on the permit, such as facility ownership, business status, or address within 30 days after the change.
- No permit issued by the DSPS may be transferred from one person to another or from one facility to another.
- Multiple tanning devices at a single location and under the control of one person may be considered a single registration and only one registration fee is required. If the devices are located at separate addresses, it will be necessary to consider each location as a separate registration. One application form and fee are required for each registration.

#### **License Application Process:**

1. Submit completed application (Form #3175) and applicable fee(s).

**Please note: You must indicate in the “Type” section if this application is for an initial credential or renewal. Failure to do so will cause delays in processing.**

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING TANNING DEVICE REGISTRATION APPLICATION FORM

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK		<input type="checkbox"/> Your name, address, telephone number, and email address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
<b>Primary Business Type:</b> <input type="checkbox"/> Tanning <input type="checkbox"/> Cosmetology <input type="checkbox"/> Health and Fitness <input type="checkbox"/> Other <input style="width:100px;" type="text"/>			
<b>Type:</b> <input type="checkbox"/> Initial Credential <input type="checkbox"/> Renewal <b>(YOU MUST CHECK ONE)</b> License # (if Renewal): _____			
<b>Facility Name</b> <input style="width:100%; height:20px;" type="text"/>			
<b>Facility Address</b> (street, city, state, zip) <input style="width:100%; height:20px;" type="text"/>		<b>Facility Telephone Number</b> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/>	
<b>Social Security #</b> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/>		<b>or</b> <b>Federal Employer Identification#</b> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/>	
Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.			
<b>Email Address</b> <input style="width:100%; height:20px;" type="text"/>			
<b>Name of Facility Operator</b> <input style="width:100%; height:20px;" type="text"/>		<b>Title of Facility Operator</b> <input style="width:100%; height:20px;" type="text"/>	
<b>Number of Tanning Devices</b> <input style="width:100%; height:20px;" type="text"/>			
<b>Device Brand Name</b>	<b>Model Number</b>	<b>Device Brand Name</b>	<b>Model Number</b>
<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>
<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>
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<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>	<input style="width:100%; height:20px;" type="text"/>
<b>Signature of Facility Operator</b> <input style="width:100%; height:20px;" type="text"/>		<b>Date</b> <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/>	

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.

Tanning Device Registration  
\$10.00 Total Fee Attached

**For Receiving Use Only**

# Wisconsin Department of Safety and Professional Services

APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Application (Form #3175) and appropriate fee

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## **CERTIFICATION OF LEGAL STATUS:**

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

## **CONTINUING DUTY OF DISCLOSURE:**

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## **AFFIDAVIT OF APPLICANT:**

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:  Date:  /  /