

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **INFORMATION FOR TANNING DEVICE REGISTRATION APPLICANTS**

### **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.

### **Application Instructions:**

1. Complete the Tanning Device Registration Application in the DSPS online LicensE system, <https://license.wi.gov>. The online application requires input of the brand name and model number of each device.
2. Pay required \$10.00 initial credential fee in LicensE.