

MESSAGE THERAPIST

2008 RENEWAL

INSTRUCTIONS

City of Los Angeles Board of Police Commissioners—Renewal of Police Commission Permit

**IF YOU HAVE NOT PAID YOUR RENEWAL FEES TO THE OFFICE OF FINANCE, YOU MUST DO SO.
THE OFFICE OF FINANCE WILL NOT ISSUE A 2008 PERMIT WITHOUT PAYMENT.**

INFORMATION FORM

- 1 Fill out Sections A and B. DO NOT SIGN Section C until a Notary Public or a Deputy City Clerk can witness your signature.
You have two options for signing the form:
1) Have a Notary Public witness your signature and mail the application.
2) Come to the office of the Los Angeles Police Commission and sign the form in person. (The address is listed below.)
You must turn in BOTH PAGES of the form.

MEDICAL EXAM FORM

- 2 Fill out Section A. Go to a doctor and have a medical examination performed.
Medical office staff may fill out Section B. The licensed medical doctor must sign Section C.
REMEMBER: Only a medical doctor (M.D. or D.O.) may sign the form.

REQUEST FOR LIVE SCAN SERVICE

- 3 Enter information for Items 1 – 11b. Make 2 copies of form.
Go to a Live Scan center. Live Scan centers may be found online at <http://ag.ca.gov/fingerprints/publications/contact.htm>
Have Live Scan operator fill out information. Send one COMPLETE copy to LAPD. Keep one copy for your records.

6 UNITS OF CONTINUING EDUCATION

- 4 Complete 6 CONTACT HOURS of continuing education courses related to massage.
Check with your massage school for classes. Any massage courses from an approved massage school are acceptable.
Approved massage schools may be found online at <http://www.bppve.ca.gov/voluntaryagreelist.pdf>
Be sure to get a certificate or transcript showing that you completed 6 or more hours.
YOU MUST SUBMIT THE ORIGINAL CERTIFICATE OR TRANSCRIPT.

SEND ALL DOCUMENTS TO THE MESSAGE DESK

- 5 Mail to:
LOS ANGELES POLICE COMMISSION—MESSAGE DESK
150 N. LOS ANGELES ST., ROOM 144
LOS ANGELES, CA 90012

QUESTIONS?

Call the Message Desk at (213) 485-8081.

YOUR CHECKLIST

BE SURE YOU SUBMIT THE FOLLOWING DOCUMENTS
SUBMIT ORIGINAL DOCUMENTS. KEEP COPIES FOR YOURSELF.

	1.	Information Form
	2.	Medical Exam Form
	3.	Request for Live Scan Service
	4.	Original Certificate or Transcript (for 6 contact hours of continuing education related to massage)