



Guidance on Renewing Body Artist Certifications

Body Artists currently certified by the Department of Public Health (DPH) must apply for renewal on an annual basis. Certification allows an artist who is deemed qualified and working in conjunction with a permitted studio to continue practicing body art seamlessly in accordance with the rules and regulations promulgated by DPH. The applicant must complete the Body Artist Certification Renewal Application and submit the required supporting documentation to maintain their practice. Currently, DPH is not charging artists a fee for the 2025 renewal period.

Required Steps in the Renewal Process:

1. Before your current certification expires, DPH will send the applicant a link to an online application through a third-party processor called DocuSign to the email address on file.
 - a. DocuSign is an electronic signature portal that allows users a way to send and sign documents with confidence.
 - b. DocuSign will not require an artist to download any special application or create a password to access the application.
2. Please use the provided link in the renewal email to open, review, complete and sign the Georgia Department of Public Health Body Artist Certification Renewal Application.
3. An applicant will only be required to click on the DocuSign power forms link, enter their name and email address, to gain access to the fillable Body Artist Certification Renewal Application in the portal.
4. An applicant must complete the fields in the application and upload the required documents for approval by DPH.
5. The following documents must be uploaded with the application into the DocuSign processing portal:
 - a. Bloodborne Pathogen Training Certificate
 - b. First Aid Training Certificate
 - c. CPR Training Certificate
 - i. **All required training certificates: to include, Blood Borne Pathogens, First Aid, and CPR Training shall not expire within six months of renewing your certification.**
 - d. Documenting Hepatitis B Vaccination Status:
 - i. If an applicant has already provided proof of their Hepatitis B Vaccination Status, there's no need to resubmit it.
 - ii. **If an applicant has previously declined the Hepatitis B Vaccination and wishes to maintain that choice, they must sign a new [Hepatitis B Declination Letter](#).**
 - iii. If an applicant hasn't submitted a Hepatitis B Vaccination Status before, they can do so now by submitting one of the following:
 - 1) Proof of Hepatitis B Vaccination,
 - 2) Written Laboratory Evidence of Immunity, or
 - 3) Healthcare Provider Issued Contraindicated for Medical Reasons
 - e. A copy of your DPH Body Artist Certification from the previous year
6. Applicants will receive a completed copy of their application once they fill out all required fields, sign, and click the 'FINISH' button. Please remember the following:
 - a. Ensure all the information is complete and all documents are current before uploading.
 - b. If the required fields are not complete, the portal will not allow the renewal application to be sent.

- c. The DocuSign portal will allow you to save an incomplete application but once it is finished and sent it cannot be changed by the applicant.
- d. The applicant may only view and print the application from the link after submission.
- 7. Upon receipt of a completed application, DPH will check the application for accuracy. **Renewal applications will be reviewed within 15 business days.**
- 8. Once approved, DPH will email the Body Artist Certification certificate to the applicant's email address. If there are any deficiencies, DPH will notify the applicant by phone or email to correct the issue(s).
- 9. Applicants must print the DPH Body Artist Certification certificate. A copy of the Body Artist Certification shall be posted in the permitted studio where it may be easily seen by clients.

Contact Information

Please contact the DPH Environmental Health Section, Body Art Program at bodyart@dph.ga.gov for more information.