Massage Establishment Change of Corporate Officer/Interested Party/ Designated Establishment Manager

Board of Massage Therapy
P.O. Box 6330
Tallahassee, FL 32314-6330
Website: https://floridasmassagetherapy.gov/
Email: info@floridasmassagetherapy.gov
Phone: (850) 245-4161
Fax: (850) 412-2681

Florida HEALTH
Medical Quality Assurance

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PART A: Establishment and Designated Establishment Manager

1. CURRENT ESTABLISHMENT INFORMATION

Current Establishment Name: _____
The name of your establishment as it appears on your license.

Current Establishment License Number: MM_____

This license is held by a/an:			
☐	Individual (Sole Proprietor)	☐	Partnership (GP, LP, LLP, RLLP)
☐	Limited Liability Company	☐	Corporation
☐	Other: _____		

If you selected "Partnership," "Limited Liability Company," or "Corporation," provide the Tax ID associated with your establishment.

Establishment Tax ID (FEI/EIN): _____
If you are completing a change of corporate owner/officer, your Tax ID (FEIN/EIN) will be used to confirm your corporate officers with the Division of Corporations.

2. CHANGE OF MAILING/EMAIL ADDRESS

Important Notice: Pursuant to section (s.) 456.035, Florida Statutes (F.S.), each licensee is responsible for notifying the department in writing of their current mailing address.

☐ The mailing address for the establishment is not changing.

☐ My mailing address is changing to:

_____ _____ _____
Street/P.O. Box Suite/Apt. City

_____ _____ _____ _____
State ZIP Country Telephone (Input without dashes)

Email Notification: To be notified of the status of your application by email, check the "Yes" box and fill in your email address on the line provided. If you choose to be notified via email you will be responsible for checking your email regularly and updating your email address with the board office.

☐ Yes ☐ No Email Address: _____

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not provide an email address or send electronic mail to our office. Instead contact the office by phone or in writing.

3. CHANGE OF DESIGNATED ESTABLISHMENT MANAGER

The Designated Establishment Manager (DEM) is a massage therapist who holds a clear and active license without restrictions, who will be responsible for the operation of your establishment in accordance with chapter (ch.) 480, F.S.

The named DEM will be contacted to confirm their affiliation with your establishment.

Name of DEM: _____

License Number of DEM: MA_____

Establishment Name: _____

PART B: Change of Corporate Officers/Interested Parties

4. CHANGE OF CORPORATE OFFICERS, INTERESTED PARTIES

If your license was issued to you as an individual (sole proprietor), partnership, or limited liability company, continue to "ESTABLISHMENT OWNER/AUTHORIZED PERSON STATEMENT."

If your license is held by a corporation, complete this section.

Select all that apply:

☐	The corporate owners or officers **have not** changed.
☐	One or more corporate owners or officers (or, for corporations over $250,000, interested parties) have been **added**. **If you selected this option, submit:** ☐ **Part C** of this application for **each new corporate owner or officer** ☐ **A copy of your most recent filing** with the Division of Corporations showing the added owner(s) or officer(s).
☐	One or more corporate officers have been **removed**. **If you selected this option, submit:** ☐ **A copy of your most recent filing** with the Division of Corporations showing the removed owner(s) or officer(s).
☐	One or more interested parties has been **removed.** ***List the interested parties to be removed below:*** _____ _____ _____ _____ _____ _____

5. ESTABLISHMENT OWNER/AUTHORIZED PERSON STATEMENT

I certify that I am an owner of the establishment referred to in this application or otherwise authorized by the licensee to submit this application. I attest that the answers provided in the application and in support of it are true and correct. Should I furnish any false information on or in support of this application, I understand that such action may constitute cause for denial, suspension, or revocation of any license to practice in the state of Florida.

Signature _____ Date _____
MM/DD/YYYY

Continue to "Part C: Establishment Owner Information" if you have added corporate owners, officers, or interested parties.

Establishment Name: _____

Part C: Establishment Owner Information

"Establishment owner" means a person who has ownership interest in a massage establishment. The term includes:

- an individual (sole proprietor)
- a general partner of a partnership
- a member of a limited liability company and its subsidiaries
- an owner or officer of a corporation
- any interested party as listed in Part B for corporations with over $250,000 business assets in this state

Complete this section for each establishment owner.

1. INDIVIDUAL INFORMATION

A. Owner Name: _____ Date of Birth: _____
First Name Middle Name Last Name MM/DD/YYYY

B. List any other name(s) by which you have been known in the past. Attach additional sheets if necessary.

_____

C. Mailing Address:

_____ _____ _____
Street/P.O. Box Apt. No. City

_____ _____ _____ _____
State ZIP Country Home/Cell Telephone (Input without dashes)

2. LICENSURE HISTORY

A. Do you hold a current license to practice massage therapy in the state of Florida? ☐ Yes ☐ No

If "Yes," list your therapist (MA) license number: MA _____

B. Are you currently a massage establishment owner in the state of Florida? ☐ Yes ☐ No

If "Yes," list all establishment license numbers (MM) for which you are an owner.

_____

C. List all health-related licenses (active, inactive or lapsed), **excluding** any licenses listed above.

State/Country	Profession	License #	Original Date Issued (MM/DD/YYYY)

☐ **If you listed any licenses in response to this question, you may be required to submit verification.** Board staff will attempt to verify your license(s) using available primary-source information (i.e. online verifications). If verification is not available, you will be notified in writing that official license verification(s) are required.

3. SOCIAL SECURITY DISCLOSURE

This information is exempt from public records disclosure.

Pursuant to Title 42 United States Code § 666(a)(13), the department is required and authorized to collect Social Security numbers relating to applications for professional licensure. Additionally, section (s.) 456.013(1)(a), F.S., authorizes the collection of Social Security numbers as part of the general licensing provisions.

Last Name: _____

First Name: _____

Middle Name: _____

Social Security Number: _____
(Input without dashes)

Social Security Information- * Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code § 653 and 654; and s. 456.013(1), 409.2577, and 409.2598, F.S. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to ensure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for license identification pursuant to Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act. 104 Pub. L. Section 317). Clarification of the SSA process may be reviewed at www.ssa.gov or by calling 1-800-772-1213.

Establishment Name: _____ Individual Name: _____

4. UNLICENSED ACTIVITY / PRIOR ACTION

A. Have you ever been issued a cease and desist or citation for the unlicensed practice of massage therapy or for operating a massage establishment without a license in Florida, or had similar action taken against you in another state, territory, or jurisdiction for unlicensed practice of massage therapy or unlicensed operation of a massage establishment? ☐ Yes ☐ No

If you responded "Yes," provide the following:

☐ **Documentation of the occurrence,** including any relevant criminal or administrative filings. This documentation must demonstrate resolution of the incident.

B. Have you ever had a license or certificate of registration to practice massage therapy or any other licensed health care profession, or a massage establishment, denied for any reason in any state, territory, or jurisdiction? ☐ Yes ☐ No

If you responded "Yes," provide the following:

☐ **Documentation of the occurrence,** including the final order or other administrative filing which resulted in the denial.

5. DISCIPLINE HISTORY

A. Have you ever had disciplinary action taken against your license or certificate of registration in a disciplinary proceeding in any state, jurisdiction, or territory? ☐ Yes ☐ No

B. Have you ever surrendered a license to practice any health care related profession in any state, jurisdiction, or territory while disciplinary action was pending against you? ☐ Yes ☐ No

C. Is there any pending investigation in any state, jurisdiction, or territory for professional conduct or competence? ☐ Yes ☐ No

D. Have you ever been the defendant in a civil litigation in which the basis of the complaint against you was alleged negligence, malpractice, sexual misconduct, or fraud? ☐ Yes ☐ No

If you respond "Yes" to any of the questions in this section, complete the following:

Name of Agency	State	Action Date (MM/DD/YYYY)	Final Action	Under Appeal?
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N

If you responded "Yes" to any of the questions in this section, you must provide the following:

☐ **A written self-explanation**, describing in detail the circumstances surrounding the disciplinary action.

☐ A copy of the **Administrative Complaint** and **Final Order**.

6. CRIMINAL HISTORY

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to any crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld.

Reckless driving, driving while license suspended or revoked (DWLSR), driving under the influence (DUI), or driving while impaired (DWI) are not minor traffic offenses for purposes of this question. ☐ Yes ☐ No

If you responded "Yes," complete the following:

Offense	Jurisdiction	Date (MM/DD/YYYY)	Final Disposition	Under Appeal?
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N

If you responded "Yes" in this section, you must provide the following:

☐ **A written self-explanation**, describing in detail the circumstances surrounding each offense; including date, city and state, charges and final results.

☐ **Final Dispositions** and **Arrest Records** for all offenses. The Clerk of the Court in the arresting jurisdiction will provide you with these documents. Unavailability of these documents must come in the form of a letter from the Clerk of the Court.

☐ **Completion of Sentence Documents**. You may obtain documents from the Department of Corrections. The report must include the start date, end date, and that the conditions were met.

Failure to disclose criminal history may result in the denial of your application.

7. CRIMINAL AND MEDICAID/MEDICARE FRAUD QUESTIONS

IMPORTANT NOTICE: Applicants for licensure, certification, or registration and candidates for examination may be excluded from licensure, certification, or registration if their felony convictions fall into certain timeframes as established in s. 456.0635(2), F.S.

1. Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under ch. 409, F.S. (relating to social and economic assistance), ch. 817, F.S. (relating to fraudulent practices), ch. 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction? ☐ Yes ☐ No

   If you responded "No" to the question above, skip to question 2.

   a. If "Yes" to 1, for the felonies of the first or second degree, has it been more than 15 years from the date of the plea, sentence, and completion of any subsequent probation? ☐ Yes ☐ No

   b. If "Yes" to 1, for the felonies of the third degree, has it been more than ten years from the date of the plea, sentence, and completion of subsequent probation (this question does not apply to felonies of the third degree under s. 893.13(6)(a), F.S.)? ☐ Yes ☐ No

   c. If "Yes" to 1, for the felonies of the third degree under s. 893.13(6)(a), F.S., has it been more than five years from the date of the plea, sentence, and completion of any subsequent probation? ☐ Yes ☐ No

   d. If "Yes" to 1, have you successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed (if "Yes," provide supporting documentation)? ☐ ☐es No

Establishment Name: _____ Individual Name: _____

2. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, to a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)? ☐ Yes ☐ No

   If you responded "No" to the question above, skip to question 3.

   a. If "Yes" to 2, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended? ☐ Yes ☐ No

3. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to s. 409.913, F.S.? ☐ Yes ☐ No

   If you responded "No" to the question above, skip to question 4.

   a. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years? ☐ Yes ☐ No

4. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program? ☐ Yes ☐ No

   If you responded "No" to the question above, skip to question 5.

   a. Have you been in good standing with a state Medicaid program for the most recent five years? ☐ Yes ☐ No

   b. Did termination occur at least 20 years before the date of this application? ☐ Yes ☐ No

5. Are you currently listed on the United States Department of Health and Human Services' Office of the Inspector General's List of Excluded Individuals and Entities (LEIE)? ☐ Yes ☐ No

   a. If you responded "Yes" to the question above, are you listed because you defaulted or are delinquent on a student loan? ☐ Yes ☐ No

   b. If you responded "Yes" to question 5.a., is the student loan default or delinquency the only reason you are listed on the LEIE? ☐ Yes ☐ No

   If you responded "Yes" to any of the questions in this section, you must provide:

   ☐ **A written self-explanation** for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation.

   ☐ **Supporting documentation** including court dispositions or agency orders where applicable.

Documentation for sections 2, 4, and 5 must be sent to the board office at Info@floridasmassagetherapy.gov or mailed to:

Board *of* Massage Therapy
4052 Bald Cypress Way Bin C-06
Tallahassee, FL 32399-3257

Documentation for sections 6 and 7 must be sent to MQA.BackgroundScreen@flhealth.gov or mailed to:

Background Screening Unit
Florida Department of Health
4052 Bald Cypress Way, Bin BSU-01
Tallahassee, FL 32399

Establishment Name: _____ Individual Name: _____

8. LIVESCAN PRIVACY STATEMENT

☐ I have been provided and read the statement from the Florida Department of Law Enforcement regarding the sharing, retention, privacy and right to challenge incorrect criminal history records and the "Privacy Statement" document from the Federal Bureau of Investigation (found in the forms following this application).

The board will not receive your Livescan results if you do not confirm the above statement by checking the box.

☐ **Electronic Fingerprinting: (Required for ALL applicants)**

All applicants, including out-of-state applicants, are required to submit their fingerprints electronically. The Department of Health accepts electronic fingerprinting offered by Livescan service providers that are approved by the Florida Department of Law Enforcement. For a list of approved vendors, visit our website at: http://www.flhealthsource.gov/background-screening.

Typically, background results submitted by Livescan are received by the board within 24-72 hours of being processed. The board's ORI number is **EDOH4600Z**. The board cannot accept hard fingerprint cards or results. All results must be submitted electronically by the Livescan service provider.

Fingerprints taken for the Florida Department of Health are retained in the Care Provider Clearinghouse. One of the requirements for your Livescan to be retained in the Care Provider Clearinghouse is a photograph must be taken by the Livescan service provider at the time of fingerprinting. You will be notified when your retention date is approaching and will be provided with instructions on how to retain your fingerprints to avoid having to submit a new background screening.

9. ESTABLISHMENT OWNER SIGNATURE

I understand that it is my duty and responsibility to supplement my application after it has been submitted if and when any material changes in circumstances or conditions occur which might affect the department's decision concerning eligibility for licensure as required by section 456.013(1), F.S. I understand that failure to provide such supplement may result in disciplinary action or denial of licensure.

I have carefully read the questions in Part C of this application and have answered them completely, without reservation of any kind, and I declare that my answers and all statements made by me herein and in support of this application are true and correct. Should I furnish any false information on or in support of this application, I understand that such action shall constitute cause for denial, suspension, or revocation of any license to practice in the state of Florida.

I understand that it is my responsibility to operate the establishment in accordance with ch. 456 and 480, F.S. and Rule Title 64B7, F.A.C., and that I am under a continuing obligation to understand and keep informed of any changes to ch. 456 and 480, F.S., and Rule Title 64B7, F.A.C.

Section 456.013(1)(a), F.S., provides that an incomplete application shall expire one year after the initial filing with the department.

Applicant Signature _____ Date _____
You may print this application and sign it or sign digitally. MM/DD/YYYY

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

NOTICE FOR ALL APPLICANTS SUBMITTING FINGERPRINTS WHERE CRIMINAL REOCRDS RESULTS WILL BECOME PART OF THE CARE PROVIDER BACKGROUND SCREEING CLEARINGHOUSE

NOTICE OF:

- **SHARING OF CRIMINAL HISTORY RECORD INFORMATION WITH SPECIFIED AGENCIES,**
- **RETENTION OF FINGERPRINTS,**
- **PRIVACY POLICY, AND**
- **RIGHT TO CHALLENGE AN INCORRECT CRIMINAL HISTORY RECORD**

This notice is to inform you that when you submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of that search will be returned to the Care Provider Background Screening Clearinghouse. By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record to be employed, licensed, work under contract, or serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes. "Specified agency" means the Department of Health, the Department of Children and Family Services, the Division of Vocational Rehabilitation within the Department of Education, the Agency for Health Care Administration, the Department of Elder Affairs, the Department of Juvenile Justice, and the Agency for Person with Disabilities when these agencies are conducting state and national criminal history background screening on persons who provide care for children or persons who are elderly or disabled. The fingerprints submitted will be retained by FDLE and the Clearinghouse will be notified if FDLE receives Florida arrest information on you.

Your Social Security Number (SSN) is needed to keep records accurate because other people may have the same name and birth date. Disclosure of your SSN is imperative for the performance of the Clearinghouse agencies' duties in distinguishing your identity from that of other persons whose identification information may be the same or similar to yours.

Licensing and employing agencies are allowed to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of your record was based on submission of the person's fingerprints. Therefore, if you wish to review your record, you may request that the agency that is screening the record provide you with a copy. After you have reviewed the criminal history record, if you believe it is incomplete or inaccurate, you may conduct a personal review as provided in S. 943.056, F.S., and Rule 11C-8.001, F.A.C. If national information is believed to be in error, the FBI should be contacted at 304-625-2000. You can receive any national criminal history record that may pertain to you directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34. You have the right to obtain a prompt determination as to the validity of your challenge before a final decision is made about your status as an employee, volunteer, contractor, or subcontractor.

Until the criminal history background check is completed, you may be denied unsupervised access to children, the elderly, or persons with disabilities.

The FBI's Privacy Statement follows on a separate page and contains additional information.

US Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

PRIVACY STATEMENT

Authority: The FBI's acquisition, preservation and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub. L.92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L.94-29; Pub.L.101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion of approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal Agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, security, licensing and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

Routine Uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as many be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice, FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosure to: appropriate governmental authorities responsible for civil or criminal law enforcement counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing the application, they may have additional routine uses.

Additional information: The requesting agency and/or the agency conducting the application investigation will provide additional information to the specific circumstances of this application, which may include identification of other authorities, purposes, uses and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice.

Board *of* Massage Therapy
Electronic Fingerprinting

Take this form with you to the Livescan service provider. Check the service provider's requirements to see if you need to bring any additional items.

- Background screening results are obtained from the Florida Department of Law Enforcement and the Federal Bureau of Investigation by submitting a fingerprint scan using the Livescan method.
- You can find Livescan service providers at: http://www.flhealthsource.gov/background-screening.
- Failure to submit background screening will delay your application.
- Applicants may use any Livescan service provider approved by the Florida Department of Law Enforcement to submit their background screening to the department.
- If you do not provide the correct Originating Agency Identification (ORI) number to the Livescan service provider, the board office will not receive your background screening results.
- The ORI number for the Board of Massage Therapy is **EDOH4600Z**.
- You must provide accurate demographic information to the Livescan service provider at the time your fingerprints are taken, **including your Social Security number (SSN)**.
- Typically, background screening results submitted through a Livescan service provider are received by the board within 24-72 hours of being processed.
- If you obtain your Livescan from a service provider who does not capture your photo you may be required to be reprinted by another agency in the future.

Name: _____ SSN#: _____
Last First Middle

Aliases: _____

Address: _____ Apt. Number: _____

City: _____ State: _____ ZIP: _____

Date of Birth: _____ Place of Birth: _____
MM/DD/YYYY

Weight: _____ Height: _____ Eye Color: _____ Hair Color: _____

Race: - Sex: -
(W-White/Latino(a); B-Black; A- Asian; NA-Native American; U-Unknown) (M= Male; F=Female)

Citizenship: _____

Transaction Control Number (TCN#): _____
(This will be provided to you by the Livescan service provider.)

Keep this form for your records.