

ROCHESTER

Minnesota

Office of the City Clerk

Applying for Your Massage Therapist License

1. Once you have a Citizen Access Account [[Instructions for Creating a New Account](#)], navigate to <https://aca.rochestermn.gov/citizenaccess/> to open the Citizen Access Log-in Page.
2. Enter your username and password and click Login:

3. Click City Licensing:

Hello, Travis Amundson

4. Check the box if you accept the terms:

Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: [Applying for a City License Walkthrou](#)

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

I have read and accepted the above terms.

5. Click "Continue Application":

Continue Application »

6. Select the dropdown next to Business:

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planner](#)

 Create an Application  Search Applications

Select a Record Type

Choose one of the following available record types. For assistance, click [here](#).



- ▶ Alcohol and Gambling
- ▶ Animal Licenses
- ▶ **Business Licenses**
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ Transportation

7. Select your license type from the dropdown:

- ▶ Alcohol and Gambling
- ▶ Animal Licenses
- ▼ **Business Licenses**
 - Business - Massage Business Application
 - Business - Massage Therapist Application**
 - Business - Mobile Food Unit Application
 - Business - Outdoor Dog Permit
 - Business - Sidewalk Cafe Application
 - Business - Vending Cart Application

8. Click "Continue Application":

9. Click either "Select from Account" or "Add" to enter information about the person completing the application:

Transportation - Taxicab Driver Application

1 Application Information	2 License Information	3 Documents
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Step 1: Application Information > Applicant Information

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



10. Click either "Select from Account" or "Add" to enter information about the licensee's mailing address:

Mailing Address

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



11. Click Continue Application:

12. Click either "Select from Account" or "Add" to enter information about the person responsible for the license:

1 Application Information	2 License Information	3 Documents
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Step 2: License Information > License Details

License Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



Custom Fields

13. Enter all information under the License Information Section:

LICENSE INFORMATION

* I am applying for a:

* Are you using this license working in or for a business?: Yes No

If yes, name of business:: *

* Place of Birth (City, State, or City & County if outside U.S.):

* Height and Weight:

* Eye Color:

* Are you a U.S. Citizen?: Yes No

* Have you ever been known by any name other than the one listed above on this application?: Yes No

* Have you ever had any business license or individual massage therapist license denied, revoked, or suspended by any local unit of government or state?: Yes No

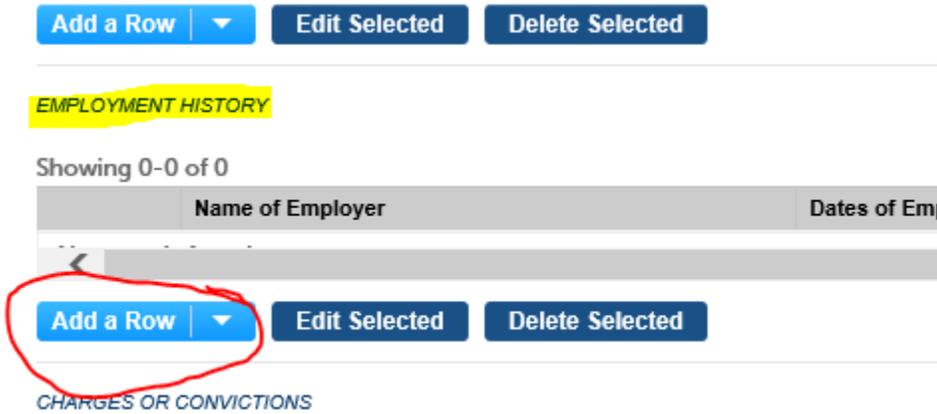
* Are you requesting an off-site designation as part of the requested massage therapist license to provide services outside of a licensed premise?: Yes No

* Do you have the required general liability insurance coverage?: Yes No

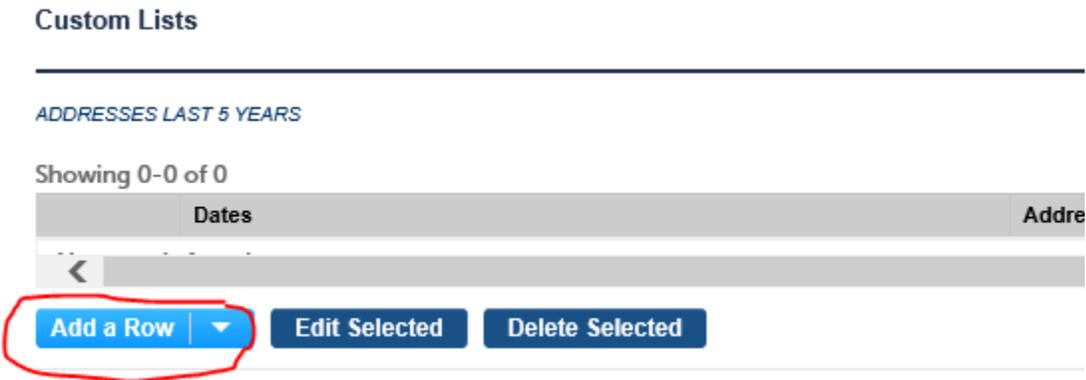
14. Click Continue Application:



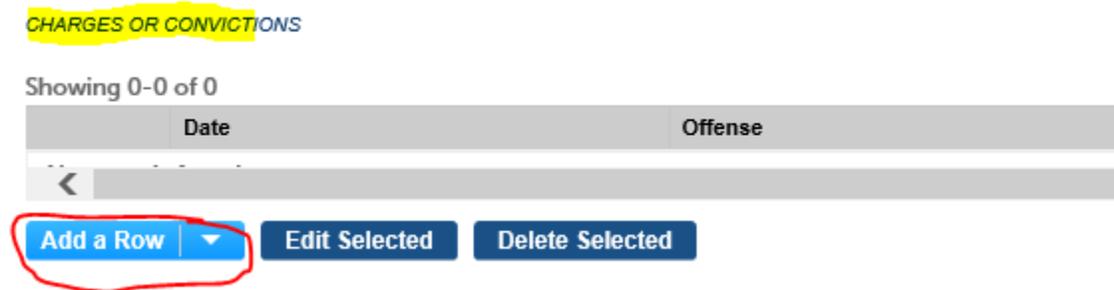
15. Click "Add a Row" under Employment History to enter information about your employment for the past 5 years:



16. Click "Add a Row" under Addresses Last 5 Years to enter information about your address for the past 5 years:



17. Click "Add a Row" under Charges or Convictions to enter information about any criminal charges:



18. Click Continue Application:



19. On Step 3, click "Add" to upload a color copy of your Photo ID, a signed and notarized Notification/Verification Form, and Proof Education:

Step 3: Documents > Documents

Attachment

Please attach the following required documents:

- Notification and Verification
- Color Copy of Photo ID

The maximum file size allowed is 40 MB.
PDF is the only file type currently allowed.

Name	Type	Size	Latest
No records found.			



20. Select the document type and enter a description of each uploaded document:

***Type:**
Drivers License

File:
MFU Indemnification - Copy.pdf
100%

***Description:**
My Photo ID

[spell check](#)

***Type:**
Notification and Verification

File:
VOTE IN 2020 - Copy.pdf
100%

***Description:**
My Notarized Form

21. Click Save:

***Type:**
Notification and Verification

File:
VOTE IN 2020.pdf
100%

***Description:**
My Notarized Form

[spell check](#)

Save **Add** **Remove All**

Continue Application »

22. Click "Continue Application":

Continue Application »

23. Complete a final review of the application in Step 4: Review:

Transportation - Taxicab Driver Application

1	2 License Information	3 Documents
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Step 4: Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue

Record Type

24. Read the Notification and check the box if you agree:

Notice of Collection of Private Data

The information collected and required as part of a license application will be required to provide requested data, however, failure to do so may mean that Social Security Numbers and Birth Dates are classified as private data, and are used to administer and manage the licensing program.

Disclosure of a Social Security Number or a Minnesota Tax ID Number is required for Revenue.

All other information contained in this application is public information upon which we may obtain copies of the data maintained on them, including private data, and is used for:

Verification of Application Data Submitted

I hereby certify that I have read and understand every question in this application and understand that the giving of false information as part of this application is a criminal offense.

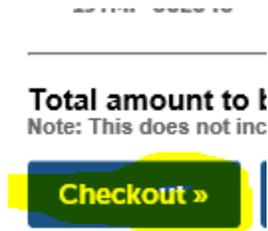
By checking this box, I agree to the above certification.

Continue Application »

25. Click "Continue Application":

Continue Application »

26. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:



27. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

licenses@rochestermn.gov or 507-328-2900.