

**Application Instructions for a City of Norwalk Permit
for:**

Massage Therapy Establishment or,

Massage Therapist or,

Non-Therapist Employees

STEP 1) All applicants must go to the City of Norwalk Health Department first and complete the appropriate application and pay the appropriate fee(s). Applicants will need a valid State of Connecticut Massage Therapist license and a valid photo identification. The City of Norwalk Health Department can be reached at (203) 854-7776 or at <https://www.norwalkct.org/676/Health>.

STEP 2) Once the application is reviewed by the Health Department and the fee has been paid and you have a receipt, the applicant then needs to be fingerprinted by the Norwalk Police Department. Follow Step 3 to make a fingerprint appointment online.

STEP 3) All Fingerprint Appointments Are By Online Appointments ONLY On The Norwalk Police Website
NO WALK-INS ACCEPTED.

On the Norwalk Police website under the FAQ's section, click on the link for "How do I get my fingerprints taken". On the top of the new page, click on the link "Fingerprinting Online Scheduling". The new page will have a calendar for "Fingerprinting and Pistol Permits", click on "Get Appointment" and then choose a date and time on the calendar. OR GO TO www.norwalkct.org/fingerprinting.

Norwalk Police Fingerprinting Hours:

TUESDAY: 9:00 am – 12:00 pm & 1:30 pm – 4:00 pm

WEDNESDAY: 9:00 am – 12:00 pm & 1:30 pm – 4:00 pm

** If no time slots show in current month, click on Next Month for more dates.

STEP 4) You MUST bring the following items to your fingerprint appointment or your application will be rejected and you will have to reschedule:

- 1). Original application and receipt for proof of the fee(s) paid to the Health Department.
- 2). Two (2) Passport size color photos.
- 3). Valid State of CT Massage Therapist License.
- 4). Valid Photo Identification – Driver License or Passport.
- 5). Money Order for \$75 - Payable to "Treasurer, State of Connecticut". (fee for State Police criminal history check).

6). \$10 fee for fingerprinting service. (Norwalk Police Dept. fee)

(cash – debit/credit – Money Order)

***** \$15 effective July 1st, 2021*****

STEP 5) Once the criminal history is reviewed and no violations are found that would disqualify the applicant under Norwalk City Code 65-11 or 65-17, the application will be signed off and sent back to the Health Department for final review and permit issuance.

Rev. 4-29-2021 Lt. Weisgerber