

**YOU MUST HAVE AN APPOINTMENT TO COME TO OUR OFFICE.** You can schedule an appointment with us at [unit2.hrb.health@tn.gov](mailto:unit2.hrb.health@tn.gov) or (615)741-3807. We **cannot** guarantee you will be seen if you do not have an appointment.

Licensed Massage Therapist	Massage Establishment
Application Online	Application Paper Only
Application Fee- \$280. You will pay at the end of your online application.	Application Fee- \$225. Check or money order made payable to the state of Tennessee. Mailed to “Massage Board 665 Mainstream Drive Nashville, TN 37243”
Passport Style Photo (top of head to top of shoulders) Can be taken on Smartphone. You can upload into your online account	Valid form of Identification (driver’s license, social security card, birth certificate, passport, etc.)
Valid form of Identification (driver’s license, social security card, birth certificate, passport, etc.)	One Letter of recommendation (Letter writer should include, Date, State license is held, License number, Handwritten signature)
Transcripts (directly from educational institution) please send to <a href="mailto:unit2hrb.health@tn.gov">unit2hrb.health@tn.gov</a>	Birth Certificate or Passport ( <b>FOR SOLE PROPRIETORSHIP BUSINESS TYPE ONLY</b> )
Two Letters of recommendation (Letter writer should be a health professional and include, Date, State license that is held, License number, Handwritten signature). You can upload into your online account	Each owner, including yourself, as listed on page two of the application, must complete the “Ownership or Proceeds Disclosure” form.
Request verification of successful completion of the MBLEx examination offered by the FSMTB or an examination offered by the NCBTMB is sent to the Board directly from the Institution.	All applicants and owners who are not Tennessee licensed massage therapists must show completion of at least two (2) hours of education in Tennessee law relating to massage therapy.
Birth Certificate or equivalent (passport, naturalization certificate)	Corporation/LLC shall submit a copy of their Corporate Charter and a statement identifying the corporation’s registered agent for service of process filed with the Tennessee Secretary of State’s Office. ( <b>FOR LLC/ CORPORATION BUSINESS TYPE ONLY</b> )
Declaration of Citizenship Form (with 2nd form of ID) can be birth certificate, Social Security card, Naturalization Certificate	Copies of current renewal certificates for every LMT you plan to hire, as listed on page two of the application.
Mandatory Practitioner Profile- log out and log back into your online account if you do not see this application the first time. You may also find this under the “activities” drop down box in your online account.	Criminal Background Check. Instructions on <a href="http://tn.gov">tn.gov</a> for this process, must be completed with Identigo, cannot reuse previous results, results expire after 6 months’ time. <b>OCA 2681</b>
Verification of licensure from each state where any licensure is or has been held. The verification must be submitted directly to the Board’s office from the other state(s).	
Criminal Background Check. Instructions on <a href="http://tn.gov">tn.gov</a> for this process, must be completed with Identigo, cannot reuse previous results, results expire after 6 months’ time. <b>OCA 2680</b>	