

Jersey Care Commission Piercing and Tattooing (Jersey) Law 2002

Portal guidance

IMPORTANT

PLEASE READ THIS INFORMATION BEFORE COMPLETING AN APPLICATION FOR REGISTRATION UNDER THE ABOVE LAW.

The following information is provided to assist those who may wish to apply for registration in accordance with the Piercing and Tattooing (Jersey) Law 2002. However this document only provides guidance, and for definitive purposes reference should be made to the original Law, which is available at ([Piercing and Tattooing \(Jersey\) Law 2002 \(jerseylaw.je\)](http://jerseylaw.je))

Who does the Law apply to?

All persons administering the treatments in a registered practice must be registered as a practitioner under the law, or be registered in an exempt profession. A list of the exempt professions is given in the approved [code of practice](#).

The Law regulates the following treatments which are defined in the approved code of practice:

- Acupuncture (including Dry Needling)
- Body Piercing
- Ear piercing
- Electrolysis
- Tattooing (including Semi Permanent Make-Up)

Any premise where the above treatments are administered must be registered and the applicant must agree to comply with the approved code of practice

How do I register?

It is essential that the details are completed correctly. Incorrect or incomplete information will be returned, delaying the registration and consequently this can delay the date from which employment in the registrable occupation can commence.

An application for registration must be submitted via the portal available by [clicking here](#)



You will be taken to the following screen. Click on Premise:

Registration Portal

Welcome to the Jersey Care Commission Registration Portal

This portal will be a central place for registrations, renewals and maintenance of all individual and premises as required by Jersey Law.

To login please choose from the options below.

If this is your first time with us, please choose an option below to register.


Individual


Premises

Click on 'Email and Password'

Registration Portal



If you are logging or registering in as a Premises Registration Admin please choose one of the following options:

 Microsoft

 Google

 EMAIL & PASSWORD

Click on 'Sign up Now'



Sign in

Sign in with your email address

[Forgot your password?](#)



Add in your email address and click 'Send Verifications Code'.

A mobile app screen titled 'User Details' with the Jersey Care Commission logo at the top. It features a back arrow and 'Cancel' text. The form includes an 'Email Address' input field with a red asterisk, a blue 'Send verification code' button, a 'New Password' input field with a red asterisk, a 'Confirm New Password' input field with a red asterisk, and a light blue 'Create' button at the bottom.

Once this has been received please add the code in the field 'Verification Code' and click 'Verify Code'.

A mobile app screen titled 'User Details' showing the next step in the registration process. It includes a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below this is a light blue input field, followed by a 'Verification Code' input field with a red asterisk. There are two blue buttons: 'Verify code' (circled in red) and 'Send new code'. At the bottom are two more light blue input fields with red asterisks and a light blue 'Create' button.



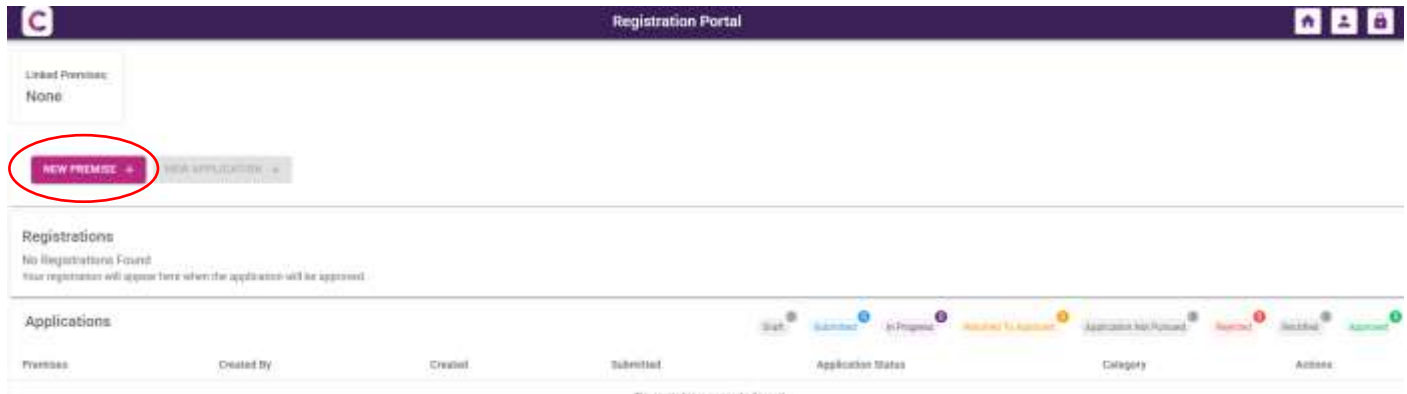
Please create a password and click 'Create'.(you have the option to change to a different email address at this stage).

A mobile app registration screen titled 'User Details' with the Jersey Care Commission logo at the top. Below the title, it says 'E-mail address verified. You can now continue.' There is a text input field for the email address, followed by a blue button labeled 'Change e-mail'. Below that are two password input fields, each with a red asterisk indicating a required field. At the bottom is a blue button labeled 'Create', which is circled in red.

Please ensure the details you have provided are correct, and click 'Confirm'

A mobile app confirmation screen titled 'Confirm Details' with a dark purple header. Below the header, there is a yellow warning box with a triangle icon and text: 'If you received an email notifying you of a pending renewal, please ensure that you use the same email address to create your account as the one on which you received the notification. If you wish to use a different email address, please contact our team before you continue.' Below the warning box, it says 'Please confirm your details below.' and 'You can update these details on your profile at any time.' There are four input fields: 'Email Address*', 'First Name*', a third empty field, and 'Last Name*'. At the bottom is a dark purple button labeled 'CONFIRM', which is circled in red.

Please click New Premise:



Registration Portal

Linked Premises:
None

NEW PREMISE + NEW APPLICATION +

Registrations
No Registrations Found
Your registrations will appear here when the application will be approved.

Applications

Dashboard Submitted In Progress Returned To Applicant Application Not Forwarded Rejected Rejected Approved

Premises	Created By	Created	Submitted	Application Status	Category	Address
No matching records found						

Please enter the Premise name (name of the Piercing and Tattooing service, and click Confirm:

Link existing premises

Use your security code to link an existing premises account.

Enter the security code exactly as provided.

Security Code*

CONFIRM

Create new premises

Create a new premises account.

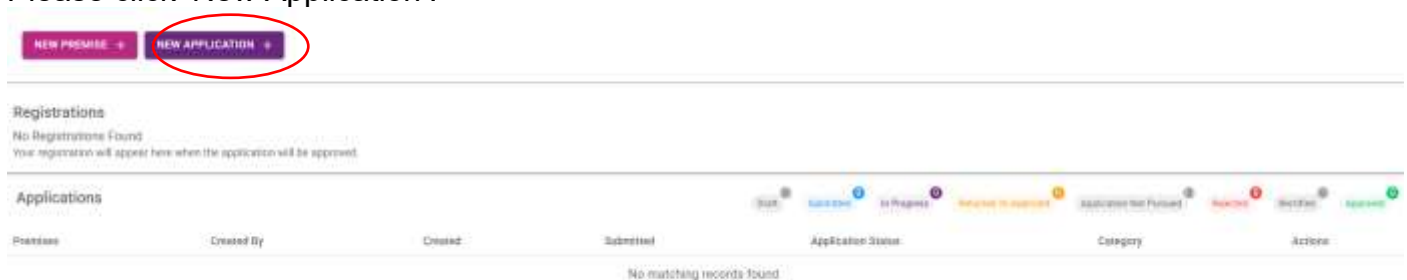
This will create a premises account that your personal profile will be linked to. Once created, you will be able to submit registration applications on behalf of your premises. The account name you provide below will be used to identify your premises within the portal.

Please enter a name for your premises account below.

Account Name*

CONFIRM

Please click 'New Application':



NEW PREMISE + **NEW APPLICATION** +

Registrations
No Registrations Found
Your registrations will appear here when the application will be approved.

Applications

Dashboard Submitted In Progress Returned To Applicant Application Not Forwarded Rejected Rejected Approved

Premises	Created By	Created	Submitted	Application Status	Category	Actions
No matching records found						

Please click Piercing and Tattooing Premise:

Please choose a category below:

Piercing and Tattooing Premise	Yellow Fever Centre
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Please add the premise email, telephone number, and address and click 'Confirm'.

Premise Details

Premise Name	Extra Tattoos
Premise Email	
Premise Phone Number	
Premise Address Line 1	
Premise Address Line 2	
Premise Address Line 3	
Premise City/Parish	
Premise Country	
Premise Postal Code	

Please select your treatment/s you will be undertaking, your employment start date

Piercing & Tattooing Practitioner Application

Please indicate the treatment/s undertaken on the premises



Please add the Business Operator Details

Details of Business Operator

Premise Operator First Name

Premise Operator Last Name

Premise Operator Email

Premise Operator Phone Number

Premise Operator Address Line 1

Premise Operator Address Line 2

Premise Operator Address Line 3

Premise Operator City

Premise Operator Postal Code

Please add the details of the practitioner/s and treatment/s undertaken at the premise by selecting '+ Add'.

Details of Practitioner/s and Treatment/s undertaken at the Premises

Please list all the Practitioners who operate from your premises and the treatments they offer at your premises

+ ADD

Practitioners

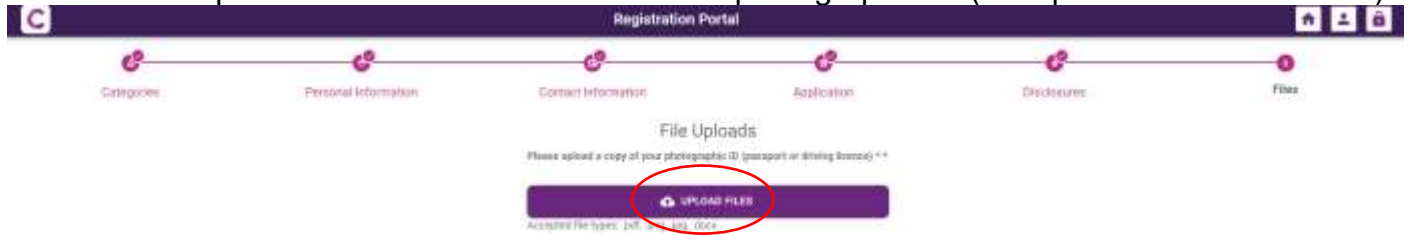
First Name

Last Name

Professional Designation

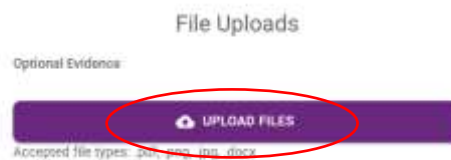
Treatments

Please click 'Upload Files' to submit a valid form of photographic ID (Passport or Drivers Licence)



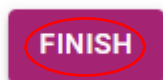
The screenshot shows the 'Registration Portal' with a progress bar at the top. The progress bar has six steps: Categories, Personal Information, Contact Information, Application, Disclosure, and Files. The 'Files' step is the final step and is highlighted with a red circle. Below the progress bar, the 'File Uploads' section is visible. It contains the text 'Please upload a copy of your photographic ID (passport or driving license) ***' and a purple button labeled 'UPLOAD FILES' with a red circle around it. Below the button, it says 'Accepted file types: pdf, png, jpg, docx'.

Please click 'Upload Files' to submit any relevant supporting documents



The screenshot shows the 'File Uploads' section. It has the heading 'File Uploads' and the sub-heading 'Optional Evidence:'. Below this is a purple button labeled 'UPLOAD FILES' with a red circle around it. Below the button, it says 'Accepted file types: pdf, png, jpg, docx'.

Click Finish



A purple button with the word 'FINISH' in white capital letters, circled in red.

Please tick the declaration box to agree the information provided is true and complete:

Payment

Thank you for completing your application.
To submit your application we will require a payment of:

£100.00

Please use the button below to continue to the City Pay
payment screen.

To the best of my knowledge, information and belief, the
information provided in this application is true and
complete. I confirm that I will comply with the standards as
set down in the approved code of practice. I understand that
any false statements may provide grounds for refusal of my
application to be registered, or if discovered post
registration, the cancellation of my registration.

☐ I agree

Payment

Thank you for completing your application.
No payment is required.
Please use the button below to submit your application.

> Submit Application

Please follow the instructions for payment:

Please use the button below to continue to the City Pay
payment screen.

Pay Now


Contact Information

Billing Address

Card Details



The card number as it appears on the front of your card.

The expiry date is invalid

This is the name embossed on the front of your card.

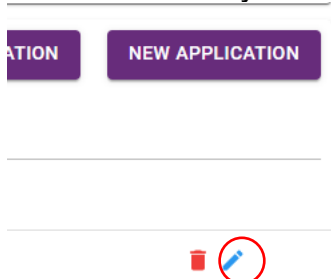
Once the application has been submitted, the application will be processed by the team. If there is any more information required, the team will contact you. If you have any questions, please contact us. Our contact details are below.

Where can I get further information?

Please contact:

Jersey Care Commission
1st Floor, Capital House
8, Church Street, St Helier
Jersey JE2 3NN
Tel: 01534 445801
e-mail: notifications@carecommission.je

You can amend your details before submitting your application by clicking the blue pen.



To switch from Premise to Individual Registration please select the profile icon and then 'Click here to switch to Individual Registration'.

