



Background Check Instructions for Massage Business Permits

The City of Simi Valley requires all applicants for massage business permits to obtain background checks for each owner of the business/proposed business who are not CAMTC-licensed practitioners in good standing.

All costs associated with the background check are the responsibility of the individual applicant. Though the criteria for the background check is the same for all required applicants, individual background checks may require more investigation than others, so pricing may vary.

The City of Simi Valley has provided a list of qualified background investigation firms from which to choose. The background check **must be** completed by one of the pre-qualified investigation firms.

In the event a permit is denied or returned as unqualified for processing, application fees, Live Scan fingerprinting fees, and background check fees **will not** be refunded by the City of Simi Valley.

Applicants are required to submit one copy of the "Massage Business Permit Application" to the City of Simi Valley and one copy to the background investigation firm.

Documents needed to confirm identity (driver license, picture ID card, permanent resident card, passport, etc.) must be provided in person to the background investigation firm as part of the background check.

Applicants must also submit to the City of Simi Valley the "Background Check Submission Form," which will be completed by the background investigation firm when their services have been obtained. (This form is available at www.simivalley.org/massage and at the participating background investigation firms.)

The background investigation firm will provide the Simi Valley Police Department with a report, which meets the criteria established by the Simi Valley Police Department. The report will be delivered directly to the Police Department. Applicants must contact the Police Department for information related to the contents of the report.

Live Scan Fingerprint submissions are also required of all applicants. The level of service required is Department Of Justice (DOJ) and Federal Bureau of Investigations (FBI). (see sample submission form for agency identifiers, etc.)