

City of Norwalk Application Instructions for a:

Massage Therapy Establishment; or

Massage Therapist; or

Non-Therapist Employees

STEP 1) All applicants must first submit a completed application for the appropriate position with the **City of Norwalk Health Department and pay the appropriate application fee(s)**. Applicants will need a valid State of Connecticut Massage Therapist license and a valid photo identification. The applications can be found on The City of Norwalk Health Department website at <https://www.norwalkct.org/676/Health> under “**Inspections and Licenses**” go to the bottom of the page and click on “**Applications and permit**” or call (203) 854-7776 for help.

STEP 2) Mandatory online Pre-Enrollment with the Connecticut Criminal History Request System (CCHRS) at the following Link

<https://ct.flexcheck.us.idemia.io/cchrspreenroll>

This link will also be on the Norwalk Police website with the Fingerprint Appointment Calendar.

You will enter the Service Code **F74B-CBF5**.

Enter your required information and pay the \$75 State fee online and receive an Applicant Transaction Number (ATN). You MUST

bring this printed Applicant Transaction Number (ATN) to your fingerprint appointment to be fingerprinted.

STEP 3) Schedule a Fingerprint Appointment:

A) To Schedule an online fingerprint appointment you can:

- 1) Go to the Norwalk Police website at www.norwalkct.org/police and under FAQs click on “How do I get my fingerprints taken” and you will be brought to the information page. Click on “Fingerprint Online Scheduling” link to make an appointment.

OR

- 2) Type “Norwalk Online Appointment Hub” (NOAH) in your web browser and choose the “ALL FINGERPRINTING SERVICES” calendar and make an appointment.

OR

- 3) Go To www.norwalkct.org/fingerprinting AND SELECT A DATE AND TIME TO BE FINGERPRINTED.

TUESDAY: 9:00 am – 12:00 pm AND 1:30 pm to 4:00 pm

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

STEP 4) Items You Must Bring to the Fingerprint Appointment:

- 1). Original application and receipt for proof of the fee(s) paid to the Health Department.
- 2). One Passport size color photo.
- 3). Copy of Valid State of CT Massage Therapist License.

4). Valid Photo Identification – Driver License or Passport.

5). \$15 fee for fingerprinting service. Cash-Debit/Credit-Money Order accepted.

Money Order for \$75 State fee no longer needed, already paid online in Step # 2.

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.

Any questions regarding fingerprinting:

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