

Pennsylvania Department of Health  
Indoor Tanning Program  
555 Walnut St, 7th Fl, Harrisburg, PA 17101  
Phone 717-736-7362

### **Initial and Annual Registration Checklist**

The following checklist is to ensure that you complete ALL required documents

#### **CHECKLIST:**

- ☐ Completed Registration Form with payment:  
Registration fee (\$150.00 includes first 2 sunlamp products \$300 for a facility that operates 3 to 10 sunlamp products plus \$20.00 for each additional 11 or more). Annually.
- ☐ Copy of Operator(s) Training documentation attached. Annually.
- ☐ Completed Safety Procedures documents attached. Initial or otherwise requested by department.  
(Safety and Operating Procedures for correct cleaning, sanitizing and operation of the tanning device including proper care and use of free protective eye-wear; Emergency procedures in case of overexposure or injury; Consumer Injury Report; Manufacturer's instruction for maintaining the tanning equipment)
- ☐ Copy of the information and/or instructions provided to consumers of the tanning facility (Customer Warning Statement). Initial or otherwise requested by department.
- ☐ Completed Inspection Report Corrective Actions if applicable. 30 days from inspection.
- ☐ Completed Payment /Agreement form  
Signed / Dated