



# Registration & Renewal Instructions

**FROM THE MISSOURI ATTORNEY GENERAL'S OFFICE**

Before completing any form, please carefully read these instructions.

1. Type or legibly print in black ink each response.
2. Respond to all questions. If a question is not applicable, state this and specify the reasons. Incomplete statements or unanswered questions may result in an ineffective registration.
3. Attach additional pages if more space is needed for answers. Reference the question being answered on the top of each page.
4. Once the form is completed, the person providing the information and signing the registration statement must have the statement and signature notarized before filing it with the Attorney General's Office.
5. Attach a money order, carrier's check or personal check in the amount of \$100 for each registration statement submitted. Make the check payable to the "Health Spa Regulatory Fund."
6. Mail forms and checks to:  
Missouri Attorney General's Office  
Attention: Registration Specialist  
PO Box 899  
Jefferson City, MO 65102

Registration is effective once you have been notified that the forms and checks have been received, in their proper form, by the Missouri Attorney General. If you have any questions, please contact a Registration Specialist at 573-751-1197.