

## NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

All persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

*If applying by mail*, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

*If applying in person at the Licensing Office*, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.

**\*\*\*NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**



**LICENSING ELIGIBILITY**

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

**Check the box next to the document indicating lawful presence.**

**\*\*\*NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) <b>NOT</b> accepted: HI, NM, UT, WA Note: a WA "Enhanced" Driver License is acceptable
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport or passport card.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
  - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
  - b. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

OR

2. ALL of the following apply:
  - a. The individual is a resident of another state.
  - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
  - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of municipal employee

\_\_\_\_\_  
Date

55 N. Center Street  
PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-2316 Tel  
(480) 644-3999 Fax



## **MESSAGE MANAGER INFORMATION SHEET**

Application Fee	\$50.00
Annual Licensing Fee	\$25.00

- Completed applications must be submitted to the Licensing Office by 5:30 PM Monday through Thursday, along with:
  - \$50.00 application fee.
  - Copy of driver's license or picture ID for applicant
  - License Eligibility Form.
  - Current headshot (picture to be taken at the Licensing Office).
- After submission of the application, the applicant will be given a form to take to Preferred Support Services for fingerprinting and request for an FBI background check to be completed. The fee for this service must be paid to Preferred Support Services at the time of service.
- Prior to issuance of your license, the application must be processed by the Mesa Police Department (verification and approval/denial given when the background check is received).
- Upon approval/disapproval a letter will be mailed to the applicant's mailing address informing them of the decision. A licensing fee of \$25.00 is required prior to the issuance of the license. The license will be issued for one year from date of issue.
- There is an annual renewal fee of \$25.00, which is due 60 days prior to the expiration date of your license.

### **ALL FEES ARE NON-REFUNDABLE**

**INCOMPLETE APPLICATIONS OR THOSE RECEIVED WITHOUT REQUIRED SUPPLEMENTAL INFORMATION WILL NOT BE PROCESSED.**



**APPLICATION FOR MESSAGE MANAGER LICENSE**

NON-REFUNDABLE \$50.00 DUE AT TIME OF APPLICATION - CODE 0570

**ACCURACY IS IMPORTANT -- CHECK ALL ANSWERS FOR ACCURACY. FALSE OR INCOMPLETE ANSWERS OR OMISSIONS MAY RESULT IN NON-ACCEPTANCE, DENIAL OR SUBSEQUENT REVOCATION OF A LICENSE.**

SECTION I. APPLICANT INFORMATION				
Applicant's Name		Last	First	M.
Residence Address				
City, State, Zip			Home Phone	
SECTION II. MAILING ADDRESS				
Street Address or PO Box				
City, State, Zip				
SECTION III. PERSONAL INFORMATION				
Previous names by which you have been known and years those names were used.				
Social Security Number		Date of Birth ( month, day, year)		
Place of Birth City, State, Country			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race	Color of Eyes	Weight	Height	Color of Hair
SECTION IV. APPLICANT'S HOME ADDRESS HISTORY FOR PAST 5 YEARS				
From	To	Complete Street Address		City, State, Zip
	Present			
SECTION V. APPLICANT'S BUSINESS, OCCUPATION OR EMPLOYMENT HISTORY FOR PAST 5 YEARS				
From	To	Business Name		City, State, Zip

**SECTION VI. BACKGROUND INFORMATION - PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED.**

Have you ever been convicted in a court of competent jurisdiction of a felony or misdemeanor, excluding civil traffic offenses?  Yes  No

**IF YES, LIST ALL CONVICTIONS BELOW, REGARDLESS OF HOW LONG AGO THEY TOOK PLACE. ATTACH A SEPARATE SHEET IF NEEDED.**

Date	Offense	Location of Conviction	Penalty Assessed

Have you ever had a business license suspended, denied or revoked in this or any other state?  Yes  No

If yes, list the reason and the business activity or occupation prior to the denial, suspension or revocation.

Date	License Type	State	Outcome

**SECTION VII MESSAGE ESTABLISHMENT LOCATION YOU WILL BE EMPLOYED AS A MESSAGE MANAGER**

Message Establishment Name

Address

Phone Number City of Mesa Message Establishment License Number

**SECTION VIII SIGNATURE AND CERTIFICATION**

**IMPORTANT**

I hereby give consent to the City of Mesa to investigate my background, including any police records or records of any kind or description. I hereby waive any claim or cause of action regarding the use of my background information or police record that I may have against the City of Mesa or its agents and employees, and against any other individual or agency disclosing or releasing background information to the City of Mesa. I also certify that I am familiar with the Code provisions governing the Massage Manager License.

I hereby certify that all answers and information on this application are true and correct. Any false, misleading, or incomplete information constitutes grounds for denial of this license.

Print Name	Signature	Date