

## 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



## ANTIQUÉ, SCRAP METAL & SECOND HAND DEALER INFORMATION SHEET

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
- |                    |           |
|--------------------|-----------|
| Application Fee    | \$ 100.00 |
| Investigation Fee  | \$ 25.00  |
| Licensing Fee      | \$ 100.00 |
| Annual Renewal Fee | \$ 100.00 |
| Renewal Late Fee   | \$ 20.00  |
- Completed applications must be submitted to the Licensing Office by 5:30 p.m. Monday through Thursday, along with the required fees and the following documentation on all owners and/or officers of the corporation owning 10% or more of the business:
  - Copy of driver's license or government issued picture ID.
  - License Eligibility Form
  - For adults:
    - Completed fingerprint card. (Suggested place to obtain prints)  
Preferred Support Services  
54 S. Center Street, Mesa  
Office hours: Monday through Thursday 8:30 – 4:30  
Phone (480) 835-6676
- Prior to issuance of your license the application must be approved by the following departments:
  - Building Safety
  - Fire Prevention
  - Police Department (background check on all applicants)
  - Pawnbrokers only: Special Use Permit from Planning & Zoning Department
- Renewal fees must be paid on or before the expiration date of the license.
- If you are engaging any activity subject to the City's Privilege Taxes, within the boundaries of the City of Mesa, you must apply for a Transaction Privilege Tax (TPT) License.

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

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

55 North Center Street  
PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-2316 Tel (480) 644-3999 Fax  
website: [www.mesaaz.gov/salestax](http://www.mesaaz.gov/salestax)  
Office Hours: Monday - Thursday 7:00 a.m. – 6:00 p.m.

**REVENUE COLLECTIONS  
OPERATIONS  
Licensing Office**  
55 North Center  
Mesa Arizona 85201  
(480) 644-2316



**Mailing Address**  
PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-3999 Fax

**Application Fee \$100  
License Fee \$100  
Investigation Fee \$25 per person  
Code 0570**

**PLEASE CHECK TYPE OF APPLICATION APPLYING FOR:**

ANTIQUE       SCRAP METAL       SECONDHAND DEALER'S LICENSE

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Telephone #: (\_\_\_\_\_) \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Type of Ownership:    Individual ( )    Corporation ( )    Partnership ( )    LLC ( )

If Owner is a Corporation, Name of Corporation: \_\_\_\_\_

Corporation Address: \_\_\_\_\_

List below the full names and addresses of officers, directors, and any stockholders who **own 10% (ten percent)** or more of the business if a corporation or partnership. **FINGERPRINTS WILL BE REQUIRED FOR THOSE LISTED BELOW:**

Name	Home Address	Percent of Ownership

Do you own or rent the business location? \_\_\_\_\_

If rented, list landlord name and address: \_\_\_\_\_

Days and hours of operation: \_\_\_\_\_

Describe type of merchandise to be handled by the business: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S QUESTIONNAIRE**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Home Telephone # (\_\_\_\_\_) \_\_\_\_\_

**Have you ever been convicted of a felony involving trafficking in stolen property, fraudulent schemes, forgery, theft, extortion or conspiracy to defraud, or a misdemeanor or felony involving moral turpitude?**     Yes     No

Date	Charge	City, State	Disposition

Have you ever been denied an Auctioneer, Pawnbroker, Antique, Scrap Metal or Secondhand Dealer's license before?     Yes     No

(If yes, city, county, state) \_\_\_\_\_

List ALL residential addresses for past five (5) years, beginning with present address:

From	To	Address	City, State, Zip

**REQUIRED INFORMATION:**

SOCIAL SECURITY #		<b>COPY OF DRIVER'S LICENSE</b>
DATE OF BIRTH		
SEX (CIRCLE ONE)	MALE FEMALE	
WEIGHT		
HEIGHT		
EYE COLOR		
HAIR COLOR		
US CITIZEN?	YES            NO	

**CERTIFICATION OF APPLICANT**

**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 Mesa City Code Title 5, Chapter 7 provisions governing the Secondhand/Pawnbrokers 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.**

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Signature of Applicant

Date