

**KIOSK MASTER APPLICATION AND AUTOMATED KIOSK LOCATION APPLICATION
INFORMATION SHEET**

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|----------------------------------|----------|
| ➤ Application Fee (Kiosk Master) | \$500.00 |
| License Fee (Kiosk Master) | No Fee |
| Renewal Fee (Kiosk Master) | No Fee |
| Application Fee (Kiosk Location) | No Fee |
| License Fee (Per Kiosk Location) | \$500.00 |
| Renewal Fee (Per Kiosk Location) | \$500.00 |
- Completed applications must be submitted to the Licensing Office by 5:30 PM Monday through Thursday, along with:
- \$500.00 application fee for Kiosk Master Application. Check/Money order made payable to the CITY OF MESA.
 - Completed application along with the Supplemental Questionnaire for each controlling person with 10% or greater interest in the ownership/earnings of the business.
 - A copy of driver's license or picture ID for applicant and controlling persons.
 - A License Eligibility Form for each; if the applicant is an individual, sole proprietor or husband and wife partnership.
 - Kiosk location(s) the applicant intends to operate and how many in each location.
 - Corporations, LLC's and Partnerships: The Articles of Incorporation, Articles of Organization, or Certificate of Limited Partnership, together with any amendments thereto, for the Kiosk Master Application, as applicable.
- The applicant(s) and all owners and/or officers that complete the supplemental questionnaire must get their fingerprints taken and request an FBI background check to be completed. The suggested vendor is Secureone Livescan Fingerprinting located at 86 W. University Dr., Ste. 211, Mesa, AZ . The phone number is 480-500-7309. The fee for this service must be paid to Secureone Livescan Arizona at the time of service.
- Prior to issuance of your license, the application will be routed to various City departments for their recommendations.
- Collections
 - Utilities
 - PD Investigator (Kiosk Master Application only)
 - PD - Five (5) year history of criminal activity at proposed location. (Kiosk Location Application only)
- Upon approval/denial, a letter will be mailed to the applicant's mailing address informing them of the decision.
- There is a yearly renewal fee of \$500.00 **for each Kiosk Location. The renewal application and renewal fees must be submitted to the Licensing Office no later than forty-five (45) calendar days prior to the expiration of a license.** (MCC 5-22-2 (F)). There is not a renewal fee for the Kiosk Master License.

ALL FEES ARE NON-REFUNDABLE
INCOMPLETE APPLICATIONS OR THOSE RECEIVED WITHOUT THE REQUIRED INFORMATION ON THE APPLICATION WILL NOT BE PROCESSED.



APPLICATION FOR KIOSK LOCATION LICENSE

NON-REFUNDABLE \$500.00 DUE AT TIME OF ISSUANCE - 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. BUSINESS INFORMATION

Business Name (DBA)	
Proposed Kiosk Location - Street Address	
Proposed Kiosk Location - City, State, Zip	Kiosk Master License Number
Type of Ownership <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other _____	
Name of Applicant (individual, sole proprietor, corporation, LLC, etc.)	
Corporation Address	
City, State, Zip	

SECTION II. ADDITIONAL INFORMATION

Does this location conform to the guidelines set forth in Mesa City Code Title 5, Chapter 21, Section 2(H)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of merchandise collected	
Do you own the property where the proposed kiosk will be located? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Landlord Name	Landlord Phone
Landlord Address (Street, City, State, Zip)	
Please indicate the location(s) where the property obtained at the proposed kiosk location will be processed and stored.	
Street Address	
City, State and Zip	Contact Phone
Contact Person	Contact Email

SECTION X. SIGNATURE AND CERTIFICATION

<u>IMPORTANT</u>		
I certify that I am familiar with the Code provisions governing the Kiosk Location 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	Title	Signature
		Date

For Office Use Only
Record No
Zoning
Council District
NAICS 522320



AUTOMATED KIOSK LOCATION

Business Name _____

Kiosk Location Address _____

A licensee may operate an automated kiosk in the City only if the automated kiosk performs all the functions set forth below. MCC 5-22-2 (H) (1-7)

Please answer YES or NO to all the following questions regarding the Electronic Kiosk Location for your business.

- Yes___ No___ Will the Kiosk be located within another business?
- Yes___ No___ Will the Kiosk use a live representative to remotely monitor during all hours of operation?
- Yes___ No___ Will the Kiosk verify a seller’s identity enough to verify the information to be reported per MCC Section 5-22-3(A)?
- Yes___ No___ Will the Kiosk secure storage of consumer electronic Devices accepted and adhere to the storage and retention requirements pursuant to MCC Section 5-22-4?
- Yes___ No___ Will the Kiosk capture and store images during each transaction of (i) the seller, (ii) the ID required in Section 5-22-2(H)(2), and (iii) the consumer electronic device.
- Yes___ No___ Will the Kiosk electronically report all transactions to law enforcement pursuant to Section 5-22-3?
- Yes___ No___ Will the Kiosk read and record the ESN, IMEI, or MEID, subject to Section 5-22-3(B)(7)?
- Yes___ No___ Will the Kiosk only buy consumer electronic devices?
- Yes___ No___ Will the licensee retain consumer electronic devices received at an automatic kiosk at a secure location designated on the license for at least 30 calendar days after submitting the complete report to the City required under Section 5-22-3?

Provide an explanation for any “NO” answers:

I certify that I am familiar with the City of Mesa Code provisions governing Automatic Kiosks and I hereby certify that all answers and information on this form are true and correct.

Date_____ Signature_____ Print Name_____

AUTOMATED KIOSK LOCATION SITE MAP

Business Name (DBA): _____ License No. _____

Name of Business Where Kiosk is Located: _____

Kiosk Location Address: _____

Draw a diagram of the exact location of the kiosk location within store premises or pictures may be attached of the kiosk location.

Physical Location:
55 N. Center St.
Mesa, AZ

Mailing Address:
P.O. Box 1466
Mesa, AZ 85211-1466
(480) 644-2316 TEL
(480) 644-3999 FAX
Email: Licensing.Info@mesaaz.gov

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) NOT accepted: HI, NM, UT, WA Note: a WA " <u>Enhanced</u> " 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.
	<u>Description</u> of other ID issued by: U.S. Government, other State government, an agency of this State or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuance.

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



To Whom It May Concern:

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You have ten (10) business days to dispute the information contained within this report before officials deny you employment, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations, Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.

If you would like to challenge or correct the information that was received in your Federal Bureau of Investigation (FBI) or your Department of Public Safety (DPS) report, you may do so in the following way:

Federal Bureau of Investigation (FBI)

Per 28 CFR 16.34, send a written challenge request to the FBI's Criminal Justice Information Services Division:

**FBI, Criminal Justice Information Services Division Attn: SCU, Mod.D-2
1000 Custer Hollow Road Clarksburg, WV 26306**

Your written request should clearly identify the information you feel is inaccurate or incomplete and should include copies of any available supporting documentation to substantiate your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having jurisdiction over the arrest or the office prosecuting the offense. The FBI will then forward the challenge to the agency which submitted the data, requesting that agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Department of Public Safety (DPS)

Per Arizona Revised Statute §41-1750, the subject of a criminal record may review the information contained in the record for the sole purpose of reviewing the accuracy and completeness of their record. For a copy of your DPS history please contact the Criminal History Records Section at (602) 223-2222 to obtain a Record Review Packet. Upon receipt of the record review results, if you feel your record is inaccurate or incomplete, you can challenge your criminal record by completing the "Review and Challenge of Arizona Criminal History Record Information" form which will be mailed with the results of the record review. **Information on the review and challenge process can be found on the DPS website (www.azdps.gov).**

If you have any questions about the process, please do not hesitate to contact Carla McLaren at 480-644-2654 or Scott Farnworth at 480-644-6722.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).