

LEGAL ARIZONA WORKERS ACT

LICENSING COMPLIANCE CHECK LIST

Licensing Requirements. The Town may not issue a “license” to an individual unless it first obtains the proper documentation that the individual’s presence in the United States is authorized under federal law. The term “license” means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and is issued by the Town for the purposes of operating a business in this state.

License Request By (name and address): _____

Date: _____

The Town should take the following steps for each license that is requested:

Is the license being issued to an individual (meaning a person or a sole proprietorship, but not an LLC, corporation or other type of business entity)?

Yes _____ No _____ If yes, proceed to the next step. If no, stop here and proceed with the Town’s normal licensing procedures.

Is the license required by law for the purpose of operating a business in this State?

Yes _____ No _____ If yes, proceed to the next step. If no, stop here and proceed with the Town’s normal licensing procedures.

If the answer to the first two questions is yes, the applicant must present the Town with either an original or certified copy of one of the following types of identification.¹ Check which type of identification was presented. You do not need to retain a copy of the document presented by the individual, but you should place a copy of this completed form in the license application file:²

_____ An Arizona Driver License issued after 1996 or an Arizona nonoperating identification license.

¹ The statute is unclear on what is meant by “present”, so the safest course of action is to require either an original or certified copy of the document be presented.

² This requirement does not apply to an individual who is a citizen of a foreign country or, if at the time of the application, the individual resides in a foreign country and 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.

- ___ A Driver License issued by a state that verifies lawful presence in the United States.
- ___ 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.
- ___ 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.

Completed by: _____
Name Date

Once completed, place a copy of this form in the file for this license request.