



## PAWNBROKER INFORMATION SHEET

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
- Application Fee \$ 100.00  
Tech Fee \$ 2.00  
Investigation Fee \$ 25.00  
Licensing Fee \$ 100.00  
Annual Renewal Fee \$ 100.00  
Renewal Late Fee \$ 20.00  
Annual Renewal Tech Fee \$ 2.00
- 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)  
Secureone  
86 W University, Suite 211, Mesa, AZ 85201  
Office hours: Monday through Friday 8:00 am – 5:00 pm  
Phone (480) 500-7309
- Prior to issuance of your license the application must be approved by the following departments:
  - Fire Prevention
  - Building Safety
  - Police Department (background check on all applicants)
  - Tax Audit & Collections
  - 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 in 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.**

Physical Location: 55 North Center Street, Mesa Arizona 85201  
Mailing Address: PO Box 1466, Mesa Arizona 85211-1466  
(480) 644-2316 Tel (480) 644-3999 Fax  
website: [www.mesaaz.gov/business/licensing](http://www.mesaaz.gov/business/licensing)  
Office Hours: Monday - Thursday 7:00 a.m. – 6:00 p.m.

## 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

## **Licensing and Application Requirements House Bill 2212**

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

### **A.R.S. § 9-834. PROHIBITED ACTS BY MUNICIPALITIES AND EMPLOYEES; ENFORCEMENT; NOTICE**

- A. A MUNICIPALITY SHALL NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON A LICENSING REQUIREMENT OR CONDITION THAT IS NOT SPECIFICALLY AUTHORIZED BY STATUTE, RULE, ORDINANCE OR CODE. A GENERAL GRANT OF AUTHORITY DOES NOT CONSTITUTE A BASIS FOR IMPOSING A LICENSING REQUIREMENT OR CONDITION UNLESS THE AUTHORITY SPECIFICALLY AUTHORIZES THE REQUIREMENT OR CONDITION.
- B. UNLESS SPECIFICALLY AUTHORIZED, A MUNICIPALITY SHALL AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND SHALL AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE.
- C. THIS SECTION DOES NOT PROHIBIT MUNICIPAL FLEXIBILITY TO ISSUE LICENSES OR ADOPT ORDINANCES OR CODES.
- D. A MUNICIPALITY SHALL NOT REQUEST OR INITIATE DISCUSSIONS WITH A PERSON ABOUT WAIVING THAT PERSON'S RIGHTS.
- E. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A MUNICIPALITY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A MUNICIPALITY FOR A VIOLATION OF THIS SECTION.
- F. A MUNICIPAL EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE MUNICIPALITY'S ADOPTED PERSONNEL POLICY.
- G. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.
- H. A MUNICIPALITY SHALL PROMINENTLY PRINT THE PROVISIONS OF SUBSECTIONS A, B, C, D, E, F AND G OF THIS SECTION ON ALL LICENSE APPLICATIONS.
- I. THE LICENSING APPLICATION MAY BE IN EITHER PRINT OR ELECTRONIC FORMAT.

**REVENUE COLLECTIONS  
OPERATIONS**  
**Licensing Office**  
55 North Center Street  
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**  
**Tech Fee \$2.00 Code 0375**  
**Investigation Fee \$25 per person**  
**Code 0570**

## **PAWNBROKER APPLICATION**

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

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

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

**Mailing address:** \_\_\_\_\_

City State Zip

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

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

**Address:** \_\_\_\_\_

City State Zip

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**If a Corporation or LLC, designate an Agent as required by A.R.S. 44-1627:\***

**Agent's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

City State Zip

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**\* An Agent must be a natural person who is a bona fide resident of Arizona.**

List below the full names and addresses of the applicant, ALL officers and directors of a corporation. Also, list any stockholders who **own 10% (ten percent)** or more of the corporation. For all other business entities, list ALL persons who **own 10% (ten percent)** or more of the business.

**FINGERPRINTS WILL BE REQUIRED FOR THOSE LISTED BELOW:**

Name	Home Address	Percent of ownership

List days and hours of operation: \_\_\_\_\_

Type of merchandise to be handled by the business: \_\_\_\_\_

**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 the code provisions governing the 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**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Investigation Fee \$25

**PAWNBROKER APPLICATION QUESTIONNAIRE**

**To be completed by ALL officers and directors of a corporation. Also, any stockholders who own 10% (ten percent) or more of the corporation. For all other business entities, ALL persons who own 10% (ten percent) or more of the business. (see Mesa City Code, Section 5-7-2(B)).**

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

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

**Address:** \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

**Phone #** \_\_\_\_\_

**In the past 10 years, have you 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 a Pawnbroker 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 #		<p><b>COPY OF DRIVER'S LICENSE</b></p> <p><b>OR</b></p> <p><b>WRITTEN PROOF OF 18 YEARS OR</b></p> <p><b>MORE OF AGE</b></p>
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 the code provisions governing the 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.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





**TO: SECUREONE**  
**FROM: CITY OF MESA SPECIAL LICENSING OFFICE**  
**RE: FINGERPRINTS AND BACKGROUND CHECK**  
**DATE:**

**SECUREONE: PLEASE RETURN THE FINGERPRINT CARD TO THE LICENSEE TO DELIVER TO THE CITY OF MESA.**

**Person to be printed:**

**Name: Date of Birth:**

**Please List All Previous Names You Have Been Known By:**

**(THE PREVIOUS NAMES ABOVE MUST BE LISTED ON YOUR FINGERPRINT CARD)**

**Phone: Social Security No.:**

**Fingerprints will be processed by Secureone. Results from the background check will be forwarded to Mesa Police Department.**

**\$21.00 Prints**

**PAYMENT WILL BE COLLECTED AT THE TIME OF SERVICE**

NO APPOINTMENT NECESSARY  
PHOTO ID REQUIRED

Secureone  
86 W University, Suite 211  
MESA, AZ 85201  
Tel: 480-500-7309  
Mon - Friday 8:00 – 5:00

This request is per Mesa Ordinance 4957 and Mesa City Code 5-12-3.

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PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-2316 Tel  
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