

**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