

## LICENSING ELIGIBILITY CHECKLIST FOR SOLE PROPRIETORS

If you live in another state, have a sales tax license from that state and do not plan to reside in Arizona, you may provide a copy of that license with the City of Scottsdale license application to meet the eligibility requirements below.

Arizona State law requires that any individual/sole proprietor applying in person must present one of the following documents proving authorization to work in the United States:

**Check the box next to the document indicating lawful presence.**

	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. (Driver licenses <b>CANNOT</b> be accepted if issued by: HI, IL, NM, UT or WA) UT licenses issued after 1/1/10 are accepted. HI licenses issued after 4/1/10 are accepted.
	A birth certificate, a certified copy of your birth certificate or a delayed birth certificate issued in any state, territory or possession of the United States. (See note below)
	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.
	A copy of a sales tax license from another state if the applicant does not plan to reside in Arizona.

If you are an individual/sole proprietor applying by mail, you must submit a certified copy of your birth certificate and a legible copy of your driver's license with the application. Alternately, you may send a copy of your sales tax license from your home state (outside of Arizona) and a legible copy of your driver's license.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

The licensing eligibility requirements do not apply to an individual, if all of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. 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.

**Please Note: A Certified Copy of your Birth Certificate is a legal document obtained from your birth state for a nominal fee. We cannot accept a photocopy of your original birth certificate.**