

## **BUSINESS LICENSE APPLICATION INSTRUCTIONS**

- #1 This is what you will be naming your business. “DBA” means “doing business as”. If you have not chosen a business name, you may use your own name.
- #2 Business Phone: please list your business phone number here. If you choose to use your home phone number, it will become part of public record.
- #3 The physical location of your business. This is either your commercial or residential address. This cannot be a post office box or postal receiving center (such as Mail Boxes, Etc or The UPS Store). Your business location also becomes part of public record.
- #4 The address where you want all licenses, renewals, and correspondence to be mailed to. This can be a post office box or non-local address.
- #5 Give a **complete and thorough description** of your type of business. For example, saying only “retail” is not enough. “Retail women’s clothing and accessories” provides an adequate description..
- #6 **A TRANSACTION PRIVILEGE TAX (TPT) LICENSE NUMBER (SALES TAX) IS REQUIRED FOR ANY RETAIL BUSINESS.** It can also be required for a wholesale business or licensed contractor. If you are a distributor for a company that will remit the city sales tax for you, please provide a copy of the companies TPT number. If your business is a service or professional business with no or only casual sales (as defined by the Arizona Revised Statutes) you are not required to have this. Applications without this information will not be accepted. (ATTACH A COPY OF YOUR CERTIFICATE)
- #7 Only applicable if you are a licensed contractor (i.e. construction, plumbing, electrical, air conditioning or heating, installers, landscaping, etc)
- #8 This is the date, whether exact or approximate, on which you intend to begin business.
- #9 Applicable only if you bought an established business from the owner.
- #10 Circle one: a sole proprietor is one owner or spousal ownership. Partnerships, corporations, LLC (limited liability corporation or partnership) ownership is self-explanatory.  
\*Sole proprietors, spousal ownership, or partnership should complete the personal information section. **Do not complete the gray areas until asked to do so.**  
\*\*LLC or corporations will complete the information on page 2. Please do not use corporate or business addresses as home addresses for officers.

#11 through #19 These questions will apply only to those whose business location is inside the city limits of Yuma. Most of these questions apply to commercial locations, not home-based businesses. Please answer them as best as you can.

Name, Signature, Title, & Date

Please check your application for completeness and accuracy before signing and returning for processing.  
PLEASE BE PREPARED TO SHOW A VALID (GOVERNMENT ISSUED) ID CARD.

**IF YOUR BUSINESS LOCATION IS INSIDE THE CITY LIMITS, YOU MUST OBTAIN APPROVALS FROM OUR PLANNING & ZONING DEPARTMENT (PAGE 3 OF THE APPLICATION) BEFORE RETURNING THE APPLICATION TO THE BUSINESS LICENSE DESK. IF YOU ARE UNSURE WHETHER YOUR LOCATION IS INSIDE THE CITY, PLEASE CONTACT THE YUMA COUNTY ASSESSOR’S OFFICE FOR PROPERTY INFORMATION (373-6040).**

# IMPORTANT NOTICE!! PLEASE READ!!

## NOTICE REGARDING IDENTIFICATION FOR APPLICANTS

Effective September 30, 2008 the Arizona Revised Statute 41-1080 requires all individuals applying for a business license to present identification indicating the individual's presence in the United States is authorized under federal law. <sup>1</sup>

Please provide a legible copy of your valid identification when submitting your business license application. **The copy must be attached to the application prior to submitting it to the Business License Desk for processing.** (Copies will not be made at the business license desk)

The following are acceptable forms of identification:

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) *
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.

\*The states that don't have lawful presence requirements are Hawaii, Maine, Maryland, Michigan, New Mexico, Utah, and Washington. If your driver's license is issued by one of these states, you must provide a secondary form of identification from the above list.

<sup>1</sup>Does not apply to registered corporations