



*A Community of Excellence*

**Development Services**

**Department**

90 E. Civic Center Dr.  
 Gilbert, AZ 85296  
 (480) 503-6700-Phone  
 (480) 497-4923-Fax  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

LICENSING ELIGIBILITY

According to the Legal Arizona Workers Act (A.R.S. 41-1080), specific documentation is required to issue a business license if your business ownership type is identified as an **Individual, Sole Proprietorship, or Husband and Wife** business. Before your license can be approved, you must provide a copy of one of the following documents indicating your presence in the United States is authorized under federal law (if applying as Husband and Wife both individuals must provide documentation).

**Check the box next to the document type you are presenting:**

<input type="checkbox"/>	A driver license issued by a state that verifies lawful presence in the United States. (Driver licenses CANNOT be accepted if issued by: AZ, HI, ME, MD, MI, NM, UT, or WA).
<input type="checkbox"/>	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
<input type="checkbox"/>	A United States certificate of birth abroad.
<input type="checkbox"/>	A United States passport.
<input type="checkbox"/>	A foreign passport with a United States visa.
<input type="checkbox"/>	An I-94 form with a photograph.
<input type="checkbox"/>	A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/>	A United States certificate of naturalization.
<input type="checkbox"/>	A United States certificate of citizenship.
<input type="checkbox"/>	A tribal certificate of Indian blood.
<input type="checkbox"/>	A tribal or Bureau of Indian affairs affidavit of birth.

This provision does 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 United States in order to receive those benefits.

**You may mail a copy of the required document or bring the original into our office and we will make a copy for you.**