



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

Frequently Asked Questions

Form Reference: Arizona Statement of Citizenship and Alien Status For State Public Benefits Form (form # DLLC 2/13/09 or form # AG 11/08/07 – 81662)

Question: Who must complete the Alien Status form and provide documentation?

Answer: Prior to the issuance of your liquor license, applicants listed below are required to prove Arizona residency and complete the Arizona Statement of Citizenship and Alien Status for State Benefits form.

- a) Liquor license agents,
- b) Individual owners including Joint Tenants With Right of Survivorship (JTWROS), and
- c) Every partner (who is a person) in a partnership including general and limited partners.

This does not include limited liability corporations or corporations that are partners.

The applicants listed above are required to provide a legible copy of :

- a) Birth Certificate or U.S. Passport, or
- b) If another form of citizenship is provided by the applicant, verify its use by referencing the *Evidence showing U.S. citizen or U.S. national status includes the following: a. Primary Evidence: on page 3 of the Alien Status Form.*

If born outside the United States, the listed applicants must provide one of the following:

- a) Proof of Citizenship or Alien Status
- b) Certificate of Naturalization
- c) U.S. Passport
- d) Permanent Resident Alien Card

This list DOES NOT include stockholders.

Question: What if the personal questionnaire is completed by a person who was born and resides outside of the United States, and is not a US citizen and does not want to become one?

Answer: These circumstances require an agent under A.R.S. §4-202 (*see statute below*).

Question: How often must the Alien Status form be provided to DLLC?

Answer: DLLC will require one original Alien Status Form for each person required (as stated above in # 1 of these instructions) to be kept on file at DLLC. It will be the responsibility of the person completing each Alien Status Form to notify the department of any changes to his/her status.

Question: Does DLLC scan the form and attach it into its database for a given license?

Answer: Yes. The forms and legible copies of documents are scanned (one redacted, one not redacted) and both originals will be kept on file at DLLC.

Question: Will copies of the form and documentation be forwarded to a city?

Answer: Upon request. All completed applications forwarded to local governing bodies include a "*For Department Use Only*" box which verifies that the Alien Status Form requirements have been met. Originals on file at DLLC will be made available to each local governing body upon request.

Question: What information on a document will be redacted from a public records request?

Answer: State public information policy requires that the SS# and DOB are redacted. DLLC policy is to redact driver's license #s as well.

Question: If a person is signing a DLLC form (i.e.: renewal) under a power of attorney (POW) and is not otherwise on file at DLLC, who must complete the Alien Status form and provide documentation?

Answer: The POW doesn't fill out the Alien Status form, the franchisee does because he/she owns the license.

Question: If an Agent is only a person "designated by an applicant or licensee to receive communications from the department and to file documents and sign documents for filing with the department on behalf of the applicant or licensee", why must the Agent sign an alien status form?

Answer: The Agent must sign because he/she is receiving an Arizona benefit for public services as an agent, and because he/she is a conduit between the licensee and DLLC.

A.R.S. §4-202. Qualifications of licensees; application; background information; prior convictions

A. Every spirituous liquor licensee, other than a club licensee, a corporation licensee, a limited liability company licensee or an out-of-state licensee, shall be a citizen of the United States and a bona fide resident of this state or a legal resident alien who is a bona fide resident of this state. If a partnership, each partner shall be a citizen of the United States and a bona fide resident of this state or a legal resident alien who is a bona fide resident of this state, except that for a limited partnership an individual general partner is required to meet the qualifications of an individual licensee, a corporate general partner is required to meet the qualifications of a corporate licensee and a limited partner is not required to be a bona fide resident of this state. If a corporation or limited liability company, it shall be a domestic corporation or a foreign corporation or a limited liability company that has qualified to do business in this state. A person shall hold a club license, corporation license, limited liability company license, partnership license or out-of-state license through an agent who shall be a natural person and meet the qualifications for licensure, except that an agent for an out-of-state license as specified in section 4-209, subsection B, paragraph 2 need not be a resident of this state. For the purposes of this subsection, "agent" means a person who is designated by an applicant or licensee to receive communications from the department and to file documents and sign documents for filing with the department on behalf of the applicant or licensee.