

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- **PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM**
- **FORM SHOULD BE TYPED OR PRINTED LEGIBLY**
- **FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS**
- **FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY**

- ⇒ **IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the city)**
- ⇒ ***AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.***
- ⇒ **UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.**

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 3rd, WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.

DECEMBER, 2016 NOTICE TO LICENSEES FROM THE TOWN OF OAK GROVE

Business License Renewals. Business Licenses for the Town of Oak Grove expire on December 31 of each year and are due and payable on January 1. All license payments must be postmarked by January 31 or they will become delinquent with applicable penalty and interest being added thereto. *If for any reason the business has been discontinued, return the enclosed renewal application with a statement showing the date the business closed, to the address indicated on the top of the form.*

Immigration Law Compliance. In addition, as you may have already heard, the Alabama Legislature, <http://www.legislature.state.al.us/>, in its last legislative session, passed a sweeping immigration law in an effort to curb illegal immigration in the state. The law is known as the *Beason-Hammon Alabama Taxpayer and Citizen Protection Act*, Act 2011-535 (H. B. 56), (hereinafter referred to as the "Act"), which is now codified in Alabama Code sections 31-13-1 to 31-13-30 as well as section 32-6-9.

The new law imposes certain requirements on municipalities in the state including the obligation to see to it that individuals that receive a local public benefit, as defined by the Act, as well as those that enter into a business transaction with a municipality are U.S. citizens or are aliens lawfully present in the U.S. Business licensing is both a public benefit and a business transaction under the Act.

Therefore, in order to comply with the Act, the Town of Oak Grove must obtain from each individual, including an individual who is a sole proprietor or partner in a partnership, a declaration, either of citizenship or lawful presence, as appropriate, before a business license can be issued or renewed. Because a business license cannot be renewed or issued until the required information is received, failure to submit the required information by January 31 will result in a delinquency in renewing the license.

Please print, sign and date the appropriate box below:

CITIZENSHIP DECLARATION

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.

(Declarant's Signature and Date)

DECLARATION OF LAWFULLY PRESENT ALIEN

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.

(Declarant's Signature and Date)

RETURN THIS SIGNED FORM ALONG WITH YOUR BUSINESS LICENSE RENEWAL NOTICE AND PAYMENT TO:

TOWN OF OAK GROVE
2364 FOREST GLEN ROAD, OAK GROVE, AL 35150