



LICENSING DIVISION
 1584 Hadley Avenue N
 Oakdale, MN 55128
 Phone: 651-730-2739
 Fax: 651-730-2820
 E-Mail: licensing@ci.oakdale.mn.us
www.ci.oakdale.mn.us

| FOR OFFICE USE ONLY |
|---------------------|
| |
| NOTES: |

SUPPLEMENTAL FORM

Any applicant's spouse, officer, person in charge of premises, or any person(s) controlling or owning an interest in excess of five (5) percent must complete this form. Whoever shall knowingly and willingly falsify the answers to the following questionnaire shall be deemed guilty of perjury and shall be punished accordingly.

| SECTION A. BUSINESS PREMISES |
|------------------------------|
| Company Name: |
| Doing Business As: |
| Address: |

| SECTION B. PERSONAL |
|--|
| Relationship to Business: <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Other: |
| First Name: _____ Middle: _____ Last: _____ |
| Maiden Names or Others Names Used: |
| Home Address: _____ City: _____ |
| State: _____ Zip: _____ Home Phone: _____ Cell Phone: _____ |
| E-Mail: |
| Social Security #: _____ Driver's License #: _____ |
| Date of Birth: _____ Place of Birth: _____ |
| Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____ |
| Citizenship Status: <input type="checkbox"/> USA Citizen <input type="checkbox"/> Permanent Resident - <i>attach proof</i> <input type="checkbox"/> Work Authorization - <i>attach proof</i> |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married |

| SECTION C. HISTORY | | | | | | | | | | | | | | | |
|---|----------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| List home addresses for all previous residences during the past five (5) years. Start with the most current one first: | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Address</th> <th style="width: 15%;">City</th> <th style="width: 15%;">State</th> <th style="width: 10%;">Dates</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | Address | City | State | Dates | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | | |
| Address | City | State | Dates | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | |
| List full-time and part-time employers for the past 5 years. Start with the most current one first: <input type="checkbox"/> N/A | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Employer</th> <th style="width: 25%;">Address</th> <th style="width: 15%;">City</th> <th style="width: 15%;">State</th> <th style="width: 20%;">Dates</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | Employer | Address | City | State | Dates | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Employer | Address | City | State | Dates | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | |

List all other businesses you own or operate, licensed under federal or state statute or local ordinance; or if the applicant represents a corporation, list such business: N/A

| Business Name | Address | City | State | Dates |
|---------------|---------|------|-------|-------|
| | | | | |
| | | | | |

List all other business licenses you presently hold, or which you have held under your present name or any other name during the past five (5) years: N/A

| Type of License | License Number | Issuing Agency | City | State | Dates |
|-----------------|----------------|----------------|------|-------|-------|
| | | | | | |
| | | | | | |

Have you ever had a business license denied, suspended, or revoked? No Yes - if yes, please complete below.

| Type of License | Issuing Agency | City | State | Dates |
|-----------------|----------------|------|-------|-------|
| | | | | |
| | | | | |

Have you ever been convicted of any felony, gross misdemeanor, misdemeanor, or ordinance violation, other than traffic matters? No Yes - if yes, please complete below.

| Offense | City | State | Dates |
|---------|------|-------|-------|
| | | | |
| | | | |

I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge.

***Electronic Signature:** _____
 Please type your full name Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above statement.



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TENNESSEN WARNING

Pursuant to Minn. Statutes, 13.04, Subd. 2 and other applicable divisions of the Minnesota Government Data Practices Act, license applicants must be informed of their rights concerning the provision of private or confidential data requested in this application.

Private and confidential data requested in this application is required for the following purposes:

1. To confirm the applicant's identity and qualifications to perform the functions regulated under this license.
2. To allow the city to perform necessary investigation of applicants for the protection of public health and safety.
3. To limit city liability arising from failure to exercise due care with respect to the regulation of commerce or public conduct.

Private information requested, including identification, medical and criminal history data, will be used by law enforcement personnel in investigating the qualifications, moral conduct, and suitability of applicants to provide service to the public. Applicants can decline to provide the information requested in this application form, however, if an applicant fails to provide the requested information or supplies incomplete or inaccurate information, the license may be denied, suspended, or revoked. If information supplied in this application is subsequently used in a criminal prosecution of the applicant, the result may include a fine, imprisonment, or other penalty order by the court subsequent to conviction. Individuals authorized access to the private or confidential data contained in this application includes city employees whose duties require such access; local, state, and federal public safety personnel conducting related investigations; state and federal revenue authorities; and lawfully mandated reporting agencies. A specific exception to the confidentiality of data supplied in this application exists as follows:

Minn. Statute 13.41, Subd. 5.

Any licensing agency may make any data classified as private or confidential, pursuant to this section, accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

Questions concerning this warning, or the effect of providing or failing to provide requested information should be directed to the Chief of Police, Oakdale, Minnesota 55128, telephone (651) 738-1022.

INFORMED CONSENT

The City of Oakdale requires criminal background checks for this type of city issued license. The Oakdale Police Department is responsible for maintaining all criminal history data retrieved during the criminal background check.

| | | |
|---|---------------------------------|-------|
| First Name: | Middle: | Last: |
| Maiden Name or Names Known by Others: | | |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth (mm/dd/yyyy): | |
| ID / Driver's License Number: | State of ID / License Issuance: | |
| Social Security Number: | | |

I hereby certify that I have read and understood the Tennesen Warning in addition to authorizing the Oakdale Police Department to access the Minnesota Bureau of Criminal Apprehension criminal history record information for the purpose of obtaining a business license in the City of Oakdale. The expiration of this authorization shall be for a period no longer than one year from the date of signature.

***Electronic Signature:**

Please type your full name

Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above statement.



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LICENSING PROCESS

Applicants will undergo a background investigation conducted by the Oakdale Police Department and a public hearing date will be established for City Council to approve the license. Please note that the licensing process may take up to 8 weeks or more.

SUPPLEMENTAL CHECKLIST

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact City Staff. All incomplete applications will be returned.

AP – Applicant check list, CTY – City check list

| AP | CTY | MATERIALS |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Supplemental Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Tennessee Warning and Informed Consent Form |
| <input type="checkbox"/> | <input type="checkbox"/> | State Issued ID / Driver's License – <i>Must have a current address.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Checklist – <i>read, check off list, sign, and date.</i> |

***Electronic Signature:**

Please type your full name

Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above statement.

You may mail, drop off, or e-mail license application materials when completed.

Need another application? You can find more online at
www.ci.oakdale.mn.us/293/Massage-Therapy-Bodywork

Thank you for doing business in Oakdale!

| FOR OFFICE USE ONLY | | |
|---------------------|----|----|
| Bkgd. Fee: | M: | #: |
| Lic. Fee: | M: | #: |
| P.H. Fee: | M: | #: |