



## General Information and Application Packet for City of Casper Business Licenses

Business License Type	License Fee	License Term	Forms and Attachments Required For Approval
Junk Dealers	\$50	Jan 1 to Dec 31. License expires on Dec 31	General Business License form only
Pawn Shop/Pawn Broker	\$100 plus \$1,000 bond	Jan 1 to Dec 31. License expires on Dec 31.	General Business License form. State License from the Administrator of the Wyoming Uniform Consumer Credit Code. \$1000 Bond furnished to city clerk.
Secondhand Dealers	\$25	Jan 1 to Dec 31. License expires on December 31st.	General Business License form. Non-profit charitable organizations that receive regulated property as donations or gifts, rather than for consideration, need only to prove their exempt status by providing the City with a copy of documents establishing this status with the IRS or the State of Wyoming
Private Security Services (Guard)	\$25	Jan 1 to Dec 31. License expires on Dec 31.	General Business License form. Completed background check. Letter of intent or proof of employment with Guard Company. Passport-sized color photograph. Completed and signed release of information form.
Private Security Services (Company)	\$65	Jan 1 to Dec 31. License expires on Dec 31.	General Business License form. Completed background check. Completed and signed release of information form. The year, make, model, physical description, license plates, and a picture of each vehicle to be used in the course of business.
Vehicle for Hire (Taxicab Driver)	\$25	Jan 1 to Dec 31. License expires on December 31st.	General Business License form. Current photograph. Copy of applicant's fingerprints. A certified letter from a physician. A completed back ground check.
Vehicle for Hire (Taxicab Company)	\$65	Jan 1 to Dec 31. License expires on December 31st.	General Business License form. The year, make, model, color, and current license plate of each vehicle being operated as a taxicab. Proof of liability insurance for all vehicles to be used as taxicabs that meets the minimum insurance limits stipulated by City ordinance (\$500,000). Proof that their property is zoned correctly. A completed background check.
Vehicle for Hire (Bus Company)	\$65	Term is from July 1 to June 30. License expires on June 30.	General Business License form. Surety bond of \$1,000. Proof of liability insurance. Route and fare schedule.
Itinerant Merchants	\$25	Ten total days per calendar year.	General Business License form. Vendors of produce or Christmas trees may apply for one ninety (90) day exemption. Provide proof of sanitary facilities or of written permission to utilize permanent sanitary facilities within four hundred feet of the proposed location.
Unsolicited Salesmen	\$25	Jan 1 to Dec 31. License expires on Dec 31.	General Business License form.
Hotel and Rooming Houses	\$10 and 25 cents for each room over 20.	Jan 1 to Dec 31. License expires on Dec 31.	General Business License form.

**ISSUANCE CONDITIONS**

The city clerk shall issue and deliver the license to the applicant upon the payment of the fee as provided, and upon completion of any other legal requirements. The city clerk shall deposit the bond in the event the license requires a bond.

**FEES**

Fees for City of Casper business licenses are established by resolution of the city council.

**LICENSE TERM**

No license shall be issued for any period of time longer than one year and shall expire December 31st of the calendar year in which issued unless otherwise specified. For any license issued during the calendar year the license fee shall not be prorated. No license shall be transferable except upon application to the city council. It shall be within the discretion of the city council to grant or deny any application for transfer.

**POSTING REQUIRED**

Every license shall be posted in the business in a conspicuous place. It is the duty of the licensee to show the license at any time when requested to do so by a police officer, any member of the city council or any city employee charged with the supervision of the business licensed or whose duty it is to collect license fees.

**REVOCAION AND SUSPENSION CONDITIONS**

All licenses shall be subject to the city ordinances in force at the time of issuance, and to any ordinances subsequently passed by the city council. The city council may revoke or suspend any license granted when it appears that the licensee is violating any city ordinances, state or federal regulations or laws in the transaction of the trade, profession, business, or calling for which the license was granted.

**RIGHTS TERMINATED WHEN LICENSE REVOKED**

Upon the revocation of any license and notice to that effect being given such licensee, all rights of the licensee to carry on such business, trade, profession or calling shall immediately cease and terminate; and if such licensee shall continue to further engage in such business, trade, profession or calling he shall be deemed to be doing so in violation of the provisions of the City of Casper Code, and be subject to fines and penalties as provided in the City Code.





## GENERAL APPLICATION FOR ALL BUSINESS LICENSES

Under the ordinances of the City of Casper, this section must be completed for all Business Licenses required within the City limits of Casper, Wyoming:

Starting \_\_\_\_\_  
 (Month) (Day) (Year)

Ending \_\_\_\_\_  
 (Month) (Day) (Year)

1. What business license do you wish to apply for within the City of Casper?

- Junk Dealers License
- Pawn Shop/Pawn Broker License
- Secondhand Dealers License
- Private Security Services (Guard) License
- Private Security Services (Company) License
- Vehicle for Hire (Taxicab Driver)
- Vehicle for Hire (Taxicab Company)
- Vehicle for Hire (Bus Company)
- Itinerant Merchants License
- Unsolicited Salesman License
- Hotel and Rooming House License

1(a). Is this an application for a new license  or for renewal of an existing license?

If for renewal, give date and number of current license: \_\_\_\_\_

2. If a license is issued, the Business will be operated under the following trade name:

\_\_\_\_\_ (Use CAPITAL LETTERS)

3 (a) Applicant's Wyoming Sales Tax Number \_\_\_\_\_

3 (b) Applicant's Social Security Number, EIN, or TIN (please specify) \_\_\_\_\_

4 (a) Location where such business or calling is to be carried on:

\_\_\_\_\_

**Street and Number**

\_\_\_\_\_

**City**                      **County**                      **State**                      **Zip Code**

\_\_\_\_\_

**Business Phone #**                      **Business E-mail Address**

4 (b) Are you the owner or lessee of the building in which the business is located?

Owner  Lessee  Neither

5(a) This application is made on behalf of :

- Individual *Go to 5 (b)*
- Partnership *Go to 5 (b)*
- Corporation *Go to 5 (c)*
- Limited Liability Corporation *Go to 5 (c)*
- Limited Liability Partnership *Go to 5 (c)*
- Limited Partnership *Go to 5 (c)*
- Non-profit *Go to 5 (d)*

5(b) **If the applicant is an Individual or partnership:** State the name, residence, contact information and e-mail of each applicant or partner.

DO NOT LIST PO BOXES		
True and Correct Name	Residence or Business Address No. & Street City, County, State & Zip	Phone # and E-mail address



5(c) **If the applicant is a Corporation, Limited Liability Corporation, Limited Liability Partnership, or Limited Partnership:** State the name, residence, contact information and e-mail of the designated contact and agents for the business to be licensed.

DO NOT LIST PO BOXES		
True and Correct Name	Residence or Business Address No. & Street City, County, State & Zip	Phone # and E-mail address

5(d) **If the applicant is a Non-profit charitable organization:** State the name, residence, contact information and e-mail of the designated contact and agents for the business to be licensed.

DO NOT LIST PO BOXES		
True and Correct Name	Residence or Business Address No. & Street City, County, State & Zip	Phone # and E-mail address

**6. Each business license applicant must complete any additional forms and requirements specific to that business, calling or occupation - Use this checklist to ensure you have attached all necessary information**

a Junk Dealers

- General Business License Form
- License Fee

b Pawn Shop/Pawn Broker License

- License from the Administrator of the Wyoming Uniform Consumer Credit Code, authorizing applicant to engage in the business of making supervised loans
- General Business License Form
- License Fee
- \$1000 Bond- Applicant shall furnish the city clerk with a bond in the amount of one thousand dollars, which shall be conditioned upon the applicant's observance of the provisions of this code applicable to the applicant, and upon payment of all damages that may accrue to any person by reason of any fraud or misconduct in managing such business.

c Secondhand Dealers License

- General Business License Form
- License Fee

d Private Security Services (Guard) License

- General Business License Form
- License Fee
- For new applicants- letter of intent to hire from a licensed guard company
- For renewal applicants- Written proof of employment from a licensed guard company
- One passport sized color photograph
- A completed background check conducted by the Casper Chief of Police or his designee (please note that you must go to the Casper police station to apply for the background check. Background checks can take up to 10 weeks to complete. You are responsible for the cost of the back ground check.)
- Completed and signed release of information form.

e Private Security Services (Company) License

- General Business License Form
- License Fee
- The year, make, model, physical description, license plates and a picture of each vehicle to be used in the course of business.
- A completed background check conducted by the Casper Chief of Police or his designee (please note that you must go to the Casper police station to apply for the background check. Background checks can take up to 10 weeks to complete. You are responsible for the cost of the back ground check.)
- Completed and signed release of information form.



f Vehicle for Hire (Taxicab Driver)

- General Business License Form
- License Fee
- A completed background check conducted by the Casper Chief of Police or his designee  
(please note that you must go to the Casper police station to apply for the background check. Background checks can take up to 10 weeks to complete. You are responsible for the cost of the back ground check.)
- Set of fingerprints
- Copy of applicant's driver's license
- Certified letter from a physician stating that in the physician's opinion, the applicant is able to operate a taxicab in a safe manner

g Vehicle for Hire (Taxicab Company)

- General Business License Form
- Taxicab Company form -including sections proving that their property is zoned correctly for use as a taxicab company and detailing the make, model, year, color, and current license plat of each vehicle being operated as a taxicab.
- License Fee
- A completed background check conducted by the Casper Chief of Police or his designee
- Proof of liability insurance with limits of not less than five hundred thousand dollars for property damage, not less than five hundred thousand dollars for injuries to one person and not less than five hundred thousand dollars for personal injuries in any one accident.

h Vehicle for Hire (Bus Company)

- General Business License Form
- License Fee
- Surety bond of \$1000
- Proof of liability insurance with limits of not less than ten thousand dollars per passenger, fifty thousand dollars per accident, and five thousand dollars property damage for each motorbus in operation.
- Any person desiring to operate buses within the city shall submit to the mayor, for his approval, a schedule of fares to be charged, a schedule of times which the buses are to be operated and a schedule of the routes over and upon which the buses are to be operated. Such approved schedules shall be attached to the application for a license. After a license has been granted, the approved fare, route and time schedules shall not be altered without the approval of the city manager

i Itinerant Merchants License

- General Business License Form
- License Fee
- Provide proof of sanitary facilities or of written permission to utilize permanent sanitary facilities within four hundred feet of the proposed location.

j Unsolicited Salesman License

- General Business License Form
- License Fee

k Hotel and Rooming House License

- General Business License Form
- License Fee

Please Complete the Following Additional Information if applying for a Taxicab Driver or Private Security Guard Business License

<b>PASSPORT SIZED PHOTOGRAPH</b>	<b>PHYSICAL DESCRIPTION</b>
	HEIGHT: _____
	WEIGHT: _____
	HAIR COLOR: _____
	EYE COLOR: _____

Attach an unmounted full-faced photograph of yourself. Print your name plainly on the back of the photograph. The photograph must have been taken not more than 3 months prior to the date of application.

Please attach all additional items requested in Taxicab Driver License or Private Security Guard checklist.

Please Complete the Following Additional Information if applying for a Taxicab Company Business License

Make of Vehicle	Model	Color	VIN Number	State License Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Please Complete the Following Additional Information if applying for a Taxicab Company Business License (cont'd)

Make of Vehicle	Model	Color	VIN Number	State License Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please Continue on additional sheets if necessary

**BACKGROUND CHECK AND RELEASE OF INFORMATION AUTHORIZATION**

Background checks are required for the following license types:  
**Private Security Services Companies and Guards, Taxicab Companies and Drivers**

NAME OF APPLICANT \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_\_ MAIDEN NAME (if any) \_\_\_\_\_

Addresses over the last two (2) years: \_\_\_\_\_ Dates at this address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_  
Have you ever been convicted of a misdemeanor? \_\_\_\_\_

If so, explain and show dispositions: \_\_\_\_\_  
\_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_

TO WHOM IT MAY CONCERN:  
I, the undersigned, am an applicant for a business license with the City of Casper, Wyoming. By this Authorization fo Release of Information (Release), I am authorizing the Casper Police Department to conduct an investigation into my background.  
I hereby direct and authorize you, your organization, its custodian of records, and/or persons in your employemnt to release any and all information concerning me, including any and all information which may be of a confidential, privileged, and/or derogatory nature, including but not limited to: criminal history information, and/or any other information which you may possess.  
In consideration of the release of the above described information, I hereby exonerate, release, discharge, and agree to hold harmless you, your organization, its officers, agents, and employees, and the successors of assign thereof from any and all liability, damages, or attorney fees, whether at law or in equity, now or in the future, for furnishing or disclosing any of the above information or documents pursuant to this release to the Casper Police Department.

**This release expires three hundred sixty five (365) Days following the date of its execution.**

**I HEREBY SWEAR THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY ABILITY. FURTHERMORE, I SWEAR THAT I HAVE READ THE CITY ORDINANCE AND AGREE TO ABIDE BY ALL REQUIREMENTS AND RESTRICTIONS.**

**FAILURE TO COMPLETE ALL REQUIRED INFORMATION OR GIVING FALSE INFORMATION SHALL BE CAUSE FOR DENIAL OF THE APPLICATION APPLIED HEREIN AND MAY CONSTITUTE A MISDEMEANOR UNDER CASPER CITY ORDINANCES**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

STATE OF WYOMING )  
) ss. Subscribed and sworn before me by \_\_\_\_\_  
COUNTY OF NATRONA ) This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**For Internal Use:** Please verify applicant's identity at least one form of photo identification that is photocopied and attached to application. Please verify all required documents are included with application. Any license requiring a background investigation must have a copy of a completed background investigation from the Casper Police Department.