



CITY OF SAND SPRINGS, OKLAHOMA

Neighborhood Services Department
City Hall – 100 E. Broadway, P.O. Box 338, Sand Springs, Oklahoma 74063-0338
Phone: (918) 246-2572
E-mail: neighborhoodservices@sandsspringsok.org

2023-2024 AMUSEMENT DEVICE LICENSE RENEWAL NOTICE

Who must apply: Any place of business with amusement devices within the corporate limits of Sand Springs must purchase a license with the City. All registrations are effective July 1 and expire June 30 the following year. **Renewals are accepted after June 1.**

What is required: Applicants **must submit this completed renewal form and the appropriate fees** -- Each Amusement Device \$15.00.

How to apply: Renewal applications will be accepted by mail, in person or by e-mail. The mailing address is at the top of this page. The Neighborhood Services office is located in City Hall, 100 E. Broadway St. Office hours are 8 a.m. to 12:00 p.m. and 1 p.m. to 5 p.m., Monday through Friday. Applications can be mailed with a check payable to the City of Sand Springs, or can be e-mailed to the address shown above. You will be contacted for payment (check or credit card).

COMPANY NAME: _____
STREET / MAILING ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: _____ **FAX:** _____
E-MAIL ADDRESS: _____
OWNER/CONTACT: _____
TAX I.D.#: _____ **SOCIAL SECURITY #:** _____
MACHINE(S) LOCATION: _____
NUMBER OF LICENSES NEEDED: _____

NOTE: Failure to maintain current licenses may result in issuance of a Municipal Court citation with a maximum fine of \$500.00 plus court costs for each day a violation exists.