

Application Documents Checklist and Worksheet

Instructions: This check list should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be emailed to the applicant. Application fees are nonrefundable.

Questions? Visit: www.colorado.gov/enforcement/liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted	
I.	Applicant information <input type="checkbox"/> A. Identify applicant/licensee <input type="checkbox"/> B. Identify license type or other transaction <input type="checkbox"/> C. Identify state sales tax license number (transportation applicant only) <input type="checkbox"/> D. Submit original application
II.	Diagram (wholesalers, transportation and instate manufacturers) <input type="checkbox"/> A. 8 1/2" X 11" diagram of property to be licensed <input type="checkbox"/> B. Address and diagram of premises where liquor is to be stored (transportation and wholesale applicants only)
III.	Proof of property possession (not required for importers and nonresident manufacturers) <input type="checkbox"/> A. Deed in name of the applicant only, or <input type="checkbox"/> B. Lease in the name of the applicant only and valid for at least one (1) year from the date of license issuance, or <input type="checkbox"/> C. Lease assignment in the name of the applicant only with proper consent from the landlord and acceptance by the applicant <input type="checkbox"/> D. Copy of vehicle registration (transportation applicant only) <input type="checkbox"/> E. Copy of vehicle lease (transportation applicant only) <input type="checkbox"/> F. Other agreement if applicable
IV.	Background Information (DR 8404-I) <input type="checkbox"/> A. Complete for each principal (stockholder, officer, director, partner, member, etc.) <input type="checkbox"/> B. Complete fingerprint cards for the same persons mentioned in "A" above. Cards are to be taken to the local police department for fingerprinting. Return the completed cards to this department with a check for \$39.50, per card, made payable to Colorado Bureau of Investigation (Personal checks are not accepted)
V.	Sole proprietor/husband and wife partnership <input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
VI.	Corporate applicant information (if applicable) <input type="checkbox"/> A. Copy of articles of incorporation (date stamped by Colorado secretary of state) and/or <input type="checkbox"/> B. Certificate of Good Standing if incorporated more than 2 years ago <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (in-state applicants only) <input type="checkbox"/> D. List of officers, directors and stockholders of any parent corporation (designate one person as "principal officer")
VII.	Partnership applicant information (if applicable) <input type="checkbox"/> A. Partnership Agreement (general or limited). Not needed if husband and wife <input type="checkbox"/> B. Certificate of Good Standing (if formed after 2009)
VIII.	Limited Liability Company applicant information (if applicable) <input type="checkbox"/> A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office) and/or <input type="checkbox"/> B. Certificate of Good Standing if organized more than two years <input type="checkbox"/> C. Copy of operating agreement <input type="checkbox"/> D. Certificate of Authorization if foreign company (in-state applicants only)
IX.	Other Permits <input type="checkbox"/> A. Copies of all federal Basic permits <input type="checkbox"/> B. Copy of Colorado PUC authority (transportation applicants only)
X.	Product Information <input type="checkbox"/> A. Importers and nonresident manufacturers <ol style="list-style-type: none"> 1. See Processing Document For Additional Fees 2. Sole source of supply/Brand Registration (DR 8440) 3. Copy of Geographic Territory Agreement (beer importers only): a properly executed and binding agreement showing, for each wholesaler, the designated products to be sold and territories assigned for product distribution 4. Copies of federal brand label approvals 5. If applicant is not the U.S. primary source, a letter of appointment from primary source <input type="checkbox"/> B. Wholesalers <ol style="list-style-type: none"> 1. Disclose your Colorado licensed importer 2. Copy of Geographic Territory Agreement (Beer only): a properly executed and binding agreement from the Colorado licensed manufacturer or importer showing the designated products being sold and territories for product distribution <input type="checkbox"/> C. In-state Manufacturers <ol style="list-style-type: none"> 1. If not submitting labels for federal approval, submit product registration for state approval
XI.	Application Review <input type="checkbox"/> A. Complete in all sections <input type="checkbox"/> B. Sign Application

7. Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years?	Yes	No		
	<input type="checkbox"/>	<input type="checkbox"/>		
8. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state):				
(a) Been denied an alcohol beverage license?	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>		
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>		
10. Does the applicant, as listed on line 1b of this application, have legal possession of the premises from the date that this license will be issued by virtue of ownership, lease, or other arrangement? (in state applicants)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (explain in detail) _____				
a. If leased, list name of landlord, tenant, and date of expiration exactly as they appear on the lease.				
Landlord	Tenant	Expires		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes complete question #11 <input type="checkbox"/> <input type="checkbox"/>				
c. Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" x 11"				
11. Who, beside the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; who will receive money from this business? Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
12. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members . In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the Applicant . All persons listed below must also attach form DR 8404-I (Individual History Record), and submit fingerprint cards to the local licensing authority.				
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned
Name	Home Address, City & State	Date of Birth	Position	% Owned

**Limited Liability Companies and Partnerships - 100% of ownership must be accounted for on question #12.

**Corporations - The President, Vice-President, Secretary and Treasurer must be accounted for on question #12 (Include ownership percentage if applicable)

13. Colorado Manufacturer, Wholesaler or Limited Winery applicants, answer the following:	Yes	No
(a) Will the applicant store or sell alcohol beverages at more than one location in Colorado? If yes, provide the address of each location and explain the activity to be conducted at each location (e.g., warehouse, salesroom, etc.) on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
(b) If applicant is a wholesaler, does or did any owner, partner, shareholder, director, officer, member or manager have any direct or indirect financial interest in a wholesaler, retailer, manufacturer or importer already licensed by the State of Colorado to sell malt, vinous or spirituous liquor? If yes, explain in detail on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does the applicant have a valid federal Basic permit or Brewers notice? If yes, attach a copy; if no, explain whether one has been applied for on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
Please use a separate sheet of paper for any explanations		

14. Nonresident Manufacturer (3.2% beer or malt liquor) or Importer (3.2% beer, malt, vinous or spirituous liquor) applicants, answer the following:		
(a) To what Colorado licensed wholesaler do you intend to ship your merchandise? _____		
(b) Does or did any owner, partner, shareholder, director, officer, member or manager have any direct or indirect financial interest in a wholesaler, retailer, manufacturer or importer already licensed by the state of Colorado to sell malt, vinous or spirituous liquor? If yes, attach explanation in detail.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does the applicant have a valid federal Basic permit or Brewers notice? If yes, attach a copy; if no, explain in detail.	<input type="checkbox"/>	<input type="checkbox"/>
(d) Are you the primary source of supply in the U.S.? If no, explain.	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are all your products registered in Colorado? If no, attach DR 8440 and register said products.	<input type="checkbox"/>	<input type="checkbox"/>
Please use a separate sheet of paper for any explanations		

15. Public Transportation System license applicants, answer the following:		
(a) How many vehicles; cars, buses, planes or other conveyances (units) will serve alcohol beverages in Colorado?		<input style="width:50px; height:20px;" type="text"/>
(b) Does the applicant have possession by title or lease of all of the units described above?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does applicant have PUC authority? (attach copy of authority)	<input type="checkbox"/>	<input type="checkbox"/>
(d) Where will liquor be stored? (list address below)		

Street Address	City	State	Zip
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Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

Authorized Signature	Printed Name and Title	Date
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Report and Approval By State Licensing Authority

Each person required to file DR 8404-I

Been fingerprinted

Background and NCIC and CCIC check for outstanding warrants conducted

For Wholesalers and Manufacturers only

The liquor licensed premises has been inspected by an agent of the state licensing authority.

If "no", the building will be completed and ready for inspection by _____ (date)

By	Title	Date
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