



[Administrative]

**PROCEDURE FOR CHANGE OF MANAGER
(HOTEL AND RESTAURANT AND TAVERN LICENSED ESTABLISHMENTS)**

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, please call the License Clerk, City of Centennial, 303-754-3371. You may obtain the necessary forms and information from the City's web site or the License Clerk, 13133 E. Arapahoe Road, Centennial, CO 80112.

Registrations are required of all Managers of Hotel/Restaurant or Tavern licensed establishments, EXCEPT where the manager is one of the principals.

Hotel/Restaurant and Tavern managers, including managers who are principals, may not manage more than one establishment.

When a **Transfer of Ownership** takes place, but the manager of the Hotel/Restaurant or Tavern remains the same, the registration forms and State fee must still be submitted. A background investigation may not be required if one was recently conducted.

When a person ceases to be a registered manager of a Hotel/Restaurant or Tavern license, for whatever reason, **the licensee shall notify the City Clerk within five days and shall designate a new registered manager within thirty days.**

1. Fill out one set of Report of Changes Form DR8442.
2. Submit application fee:
 - \$75.00 payable to the City of Centennial
 - \$75.00 payable to the State of Colorado
 - \$38.50 payable to CBI for each set of fingerprints (NB: CBI does not accept personal checks).
3. The following form must be submitted as part of the application:
 - a. Individual History Record (DR8404-1)
 - b. Affidavit Concerning Criminal History (Must be notarized)These forms are available on the City's web site.
4. Fingerprints must be taken by the Arapahoe County Sheriff Department prior to consideration by the License Clerk.

The applicant may have fingerprinting done at the Arapahoe County Sheriff's Department, 13101 E. Broncos Parkway, Monday through Thursday, 12:30pm to 4:30pm. Arapahoe County Sheriff Department charges a fee for this service.

5. Attach a copy of any written management agreements or contracts.

NOTE: REQUIRES THE ON-SITE MANAGER (NOT THE OPERATING OR DISTRICT MANAGER) TO BE REGISTERED.