



[Administrative]

PROCEDURE FOR CHANGE OF CORPORATE STRUCTURE LIQUOR OR 3.2 BEER LICENSED BUSINESS

This procedure is designed to assist you in complying with the State of Colorado and 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 application forms from the City Clerk's department, 13133 E. Arapahoe Road, Centennial, CO 80112, or via the City's web site.

* * * * *

1. Fill out one set of REPORT OF CHANGES FORM DR-8177 (**black ink**, print or type).
2. Submit an investigation fee of \$100.00 for **each new** corporate officer or director, or stockholder owning ten percent or more of the corporate stock, payable to the City of Centennial. **(NON-REFUNDABLE)** *Note: if the State of Colorado is conducting the background investigation for a Master File, omit the fee to the City of Centennial.*

*A fee of \$38.50 (made payable to CBI) for each individual being fingerprinted must also be submitted at time of application. **Please note** the CBI does not accept personal checks.*

[IF THE ONLY ACTION BEING TAKEN IS THE REMOVAL OF OFFICERS, ONLY FORM DR-8177 IS REQUIRED. OMIT THE FEE AND ALL OF THE FOLLOWING DOCUMENTS EXCEPT ITEMS D - H]

3. The following documents must be submitted as part of the application. **(If the licensee has a Master File with the State of Colorado, items b, c, e, f, and g may be omitted. A current copy of your Master File letter reflecting the investigation of the new officers must be included with the application, along with the remaining documents listed below.)**
 - a. State of Colorado Individual History Record (Form DR8404-1) - forms must be submitted for each new officer or director, and stockholders owning ten percent (10%) or more of the corporate stock.
 - b. An investigation of the applicant's background will be completed by the Arapahoe County Sheriff's Department. Owners, partners, all corporate officers and directors, stockholders with ten percent (10%) or more of the corporate stock and managers are required to undergo an investigation.

Fingerprints must be taken by the Arapahoe County Sheriff Department (13101 E. Broncos Parkway - fingerprints may be taken Monday through Thursday between 12:30 p.m. and 4:30 p.m.), or your local law enforcement department if out of the Denver area, prior to consideration by the License Clerk.
 - c. Affidavit Concerning Criminal History – Because CBI/FBI reports take several weeks to obtain, the City will, initially, accept an affidavit from the applicants

(described in paragraph "a" above) revealing their complete criminal history. Failing to fully and truthfully disclose all required information could place the liquor license in jeopardy. (See Number 4 below regarding background investigation.)

- d. Current Certificate of Good Corporate Standing – The License Clerk will attempt to obtain this from the Secretary of State's website.
 - e. Minutes of the corporation meeting showing the resignation and/or election of officers and directors.
 - f. Copy of stock certificates, if newly issued.
 - g. Financial Questionnaire
 - h. If removing an officer who will not be replaced, provide Articles of Incorporation reflecting change in required number of officers.
4. If there is no Master File, an investigation of the applicant's background will be completed by the Arapahoe County Sheriff's Department. Because the investigation reports take two or more weeks, it is incumbent upon the applicant to have all officers, directors and stockholders fingerprinted as soon as possible. The investigation fee of \$100.00 per person is due before the investigation is started.
5. Notification of approval by the State will be mailed directly to the licensee by the State Liquor Enforcement Division.