

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 (matching question #1) <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 (matching question #1), 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's Office) 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 (instate 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 (instate 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 Registration and Sole Source designation for Importers, Nonresident Manufacturers, Wholesalers, and instate Manufacturers can be completed online: www.productregistrationonline.com/GetStarted/CO#selectPermit
XI.	Application Review <input type="checkbox"/> A. Complete in all sections <input type="checkbox"/> B. Sign Application

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, register online at www.productregistrationonline.com/GetStarted/CO#selectPermit	<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?		
(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
----------------	------	-------	-----

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
----------------------	------------------------	------

Report and Approval By State Licensing Authority

Each person required to file DR 8404-I been: <input type="checkbox"/> Fingerprinted <input type="checkbox"/> 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 _____ <div style="text-align:right; margin-right: 50px;"><small>(date)</small></div>		
---	--	--

By	Title	Date
----	-------	------