



## Application Documents Checklist and Worksheet

**Instructions:** This checklist 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 mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit:** [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information

<b>Items submitted, please check all appropriate boxes completed or documents submitted</b>
<p><b>I. Applicant information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Applicant/Licensee identified</li> <li><input type="checkbox"/> B. State sales tax license number listed or applied for at time of application</li> <li><input type="checkbox"/> C. License type or other transaction identified</li> <li><input type="checkbox"/> D. Return originals to local authority</li> <li><input type="checkbox"/> E. Additional information may be required by the local licensing authority</li> <li><input type="checkbox"/> F. All sections of the application need to be completed</li> </ul>
<p><b>II. Diagram of the premises</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. No larger than 8 1/2" X 11"</li> <li><input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)</li> <li><input type="checkbox"/> C. Separate diagram for each floor (if multiple levels)</li> <li><input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant</li> <li><input type="checkbox"/> E. Bold/Outlined Licensed Premises</li> </ul>
<p><b>III. Proof of property possession (One Year Needed)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk</li> <li><input type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2)</li> <li><input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the Landlord and acceptance by the Applicant</li> <li><input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2) (Attach prior lease to show right to assumption)</li> </ul>
<p><b>IV. Background information and financial documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Individual History Records(s) (Form DR 8404-I)</li> <li><input type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State using code 25YQHT with IdentGO. The Vendors are as follows: <b>IdentGO</b> - <a href="https://enroll.identgo.com/">https://enroll.identgo.com/</a> Phone: (844)539-5539 (toll-free) IdentGO FAQs: <a href="https://www.colorado.gov/pacific/cbi/identification-faqs">https://www.colorado.gov/pacific/cbi/identification-faqs</a> <b>Colorado Fingerprinting by American Bioidentity</b> – Details to be announced</li> <li><input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license</li> <li><input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)</li> </ul>
<p><b>V. Sole proprietor/husband and wife partnership (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Form DR 4679</li> <li><input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant</li> </ul>
<p><b>VI. Corporate applicant information (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Certificate of Incorporation date stamped by the Colorado Secretary of State's Office</li> <li><input type="checkbox"/> B. Certificate of Good Standing</li> <li><input type="checkbox"/> C. Certificate of Authorization if foreign corporation</li> <li><input type="checkbox"/> D. List of officers, directors and stockholders of applying corporation (If wholly owned, designate a minimum of one person as principal officer of parent)</li> </ul>
<p><b>VII. Partnership applicant information (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Partnership Agreement (general or limited). Not needed if husband and wife</li> <li><input type="checkbox"/> B. Certificate of Good Standing (If formed after 2009)</li> </ul>
<p><b>VIII. Limited Liability Company applicant information (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office)</li> <li><input type="checkbox"/> B. Certificate of Good Standing</li> <li><input type="checkbox"/> C. Copy of operating agreement</li> <li><input type="checkbox"/> D. Certificate of Authority if foreign company</li> </ul>
<p><b>IX. Manager registration for Hotel and Restaurant, Tavern, Lodging &amp; Entertainment, and Campus Liquor Complex licenses when included with this application</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. \$75.00 fee</li> <li><input type="checkbox"/> B. Individual History Record (DR 8404-I)</li> <li><input type="checkbox"/> C. If owner is managing, no fee required</li> </ul>

Name	Type of License	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers 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 license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail. _____		<input type="checkbox"/> <input type="checkbox"/>		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> <input type="checkbox"/>		
or				
Waiver by local ordinance? _____		<input type="checkbox"/> <input type="checkbox"/>		
Other: _____				
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? <b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? <b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
13a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> <input type="checkbox"/>		
13b. Are you a Colorado resident?		<input type="checkbox"/> <input type="checkbox"/>		
14. 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 <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input type="checkbox"/>		
15. Does the applicant, as listed on line 2 of this application, <b>have legal possession of the premises by ownership</b> , lease or other arrangement?		<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 and tenant, and date of expiration, <b>exactly</b> 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 16.		<input type="checkbox"/> <input type="checkbox"/>		
c. Attach a diagram that designates the area to be licensed in black bold outline (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".				
16. Who, besides 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; or 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
<b>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.</b>				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:				
Has a local ordinance or resolution authorizing optional premises been adopted?		<input type="checkbox"/> <input type="checkbox"/>		
Number of additional Optional Premise areas requested. (See license fee chart)				
18. Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
(a) Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?		<input type="checkbox"/> <input type="checkbox"/>		
<b>If "yes" a copy of license must be attached.</b>				
19. Club Liquor License applicants answer the following: <b>Attach a copy of applicable documentation</b>				
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
(c) How long has the club been incorporated?				
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		<input type="checkbox"/> <input type="checkbox"/>		
20. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:				
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		<input type="checkbox"/> <input type="checkbox"/>		

Name	Type of License	Account Number		
<p><b>21.</b> Campus Liquor Complex applicants answer the following:</p> <p>(a) Is the applicant an institution of higher education? <span style="float:right">Yes No</span>  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) Is the applicant a person who contracts with the institution of higher education to provide food services? <span style="float:right">Yes No</span>  <input type="checkbox"/> <input type="checkbox"/></p> <p><b>If "yes" please provide a copy of the contract with the institution of higher education to provide food services.</b></p>				
<p><b>22.</b> For all on-premises applicants.</p> <p><b>a.</b> Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record                  - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.</p> <p><b>b.</b> For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application                  - DR 8000 and fingerprints.</p>				
Last Name of Manager	First Name of Manager			
<p><b>23.</b> Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. <span style="float:right"><input type="checkbox"/> <input type="checkbox"/></span></p>				
<p><b>24.</b> Related Facility - Campus Liquor Complex applicants answer the following: <span style="float:right">Yes No</span></p> <p>a. Is the related facility located within the boundaries of the Campus Liquor Complex? <span style="float:right"><input type="checkbox"/> <input type="checkbox"/></span>                  If yes, please provide a map of the geographical location within the Campus Liquor Complex.                  If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.</p> <p>b. Designated Manager for Related Facility- Campus Liquor Complex</p>				
Last Name of Manager	First Name of Manager			
<p><b>25.</b> Tax Distraint Information. Does the applicant or any other person listed on this application including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? <span style="float:right"><input type="checkbox"/> <input type="checkbox"/></span>                  If yes, provide an explanation and include copies of any payment agreements.</p>				
<p><b>26.</b> If applicant is a corporation, partnership, association or limited liability company, applicant must list all <b>Officers, Directors, General Partners, and Managing Members</b>. In addition, applicant must list any stockholders, partners, or members with <b>ownership of 10% or more in the applicant. All persons listed below</b> must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.</p>				
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
<p>** If applicant is owned 100% by a parent company, please list the designated principal officer on above.</p> <p>** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)</p> <p>** If total ownership percentage disclosed here does not total 100%, applicant must check this box:  <input type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.</p>				
Name	Type of License	Account Number		
<b>Oath Of Applicant</b>				
<p>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.</p>				
Authorized Signature		Printed Name and Title		Date
<b>Report and Approval of Local Licensing Authority (City/County)</b>				
Date application filed with local authority		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)		

<p>The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:</p> <p><input type="checkbox"/> Fingerprinted</p> <p><input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants</p> <p>That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license</p> <p>(Check One)</p> <p><input type="checkbox"/> Date of inspection or anticipated date _____</p> <p><input type="checkbox"/> Will conduct inspection upon approval of state licensing authority</p>			
<p><input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of &gt; 10,0000?</p>		Yes	No
<p><input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of &lt; 10,0000?</p> <p><b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.</p>		Yes	No
<p><input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?</p>		Yes	No
<p>The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. <b>Therefore, this application is approved.</b></p>			
Local Licensing Authority for		Telephone Number	<input type="checkbox"/> Town, City <input type="checkbox"/> County
Signature	Print	Title	Date
Signature	Print	Title	Date