



Local Licensing Authority

CHANGE IN CORPORATE STRUCTURE

Information & Checklist

- √ For questions about this application or the process, please contact the City Clerk's Office, at 350 Kimbark St. or (303) 651-8649. Please note that the City Clerk's Office may not provide you legal advice regarding your application.
- √ **One (1) complete packet** must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. Incomplete application packets will not be accepted. **Please do not staple pages.**
- √ ALL documents must be properly executed and must correspond with name of applicant exactly.
- √ ALL documents must be 8 ½ x 11 and be typed or legibly printed in black ink.
- √ Some documents require a notary. The City Clerk's staff can notarize these documents for you when you submit your application packet, if needed. Please be sure to bring your photo identification with you.

CHECKLIST OF DOCUMENTS TO SUBMIT IF THE CORPORATION IS ADDING A NEW OFFICER:

A. APPLICATION (STATE FORM #DR8177):

- 1. Complete in all appropriate sections and signed
- 2. \$100 per person added payable to the City of Longmont (*licensees with a master file are not required to submit this fee*)

B. CORPORATE DOCUMENTS:

- 1. Certificate of Good Standing issued within past two years (for corporations older than two years)
- 2. Certificate of Incorporation (or) date stamped Articles of Incorporation (by Secretary of State) (or) Partnership Agreement
- 3. Certificate of Authority (if foreign corporation)
- 4. Minutes of Corporate Meeting (supporting changes reflected on the application)
- 5. Letters of resignation (if applicable)

C. BACKGROUND INVESTIGATION OF NEW OFFICER(S):

For each individual, or partner, and all officers, directors or stockholders or members holding more than a 10% interest in the proposed license

- 1. Individual History Record (state form #DR8404-I)
- 2. City of Longmont Authorization to Release Information
- 3. **After application is submitted:** Fingerprints completed by either: IdentoGo or American Bioidentity. For City of Longmont's Account information required for scheduling your fingerprints, please go to: <https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses#Fingerprtg>



**Local Licensing Authority
City of Longmont, Colorado**

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a liquor license before the Longmont Local Licensing Authority, I am required to furnish information concerning my financial, moral, physical, educational, and mental qualifications. In this regard, I hereby authorize the Longmont Police Department to make any and all appropriate inquiries regarding the above enumerated qualifications. Moreover, I authorize those people or organizations selected by the Longmont Police Department to release any and all information of a confidential or privileged nature.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested. I further authorize the Longmont Police Department and Local Licensing Authority to discuss, in a public forum, any and all findings in regard to my financial, moral, educational and character qualifications, should I wish to proceed to that stage of the process with my application.

Signed _____

Dated _____

(State of _____)

)ss

County of _____)

Subscribed and sworn to before me this _____ day of _____,

20____, by _____.

Date Commission Expires

Notary Public



Liquor License Main Contact Information

Name: _____

Business Name: _____

Best Number to reach you at: _____

Type: Home Cell Work

2nd Best Number to reach you at: _____

Type: Home Cell Work

E-mail: _____

How often do you check your e-mail: _____

(i.e. daily, weekly, every time I get an e-mail because it is on my phone, etc.)

What is your first choice of communication?

Phone Number 1

Phone Number 2

E-mail