

## Retail Liquor License Application Applicant Checklist

Required Documents	Yes	No	Submit originals
Application	____ ____ ____ ____ ____ ____ ____ ____	____ ____ ____ ____ ____ ____ ____ ____	Original, not a copy Oath of Applicant Signed Attach appropriate fees (State and Local) Food Service Affidavit (hotel & restaurant only) Affidavit of Transfer (transfers only) Petition (new licenses only) Distance Requirement Affidavit (all applicants) Lawful Presence Affidavit (sole proprietor only)
Property Possession  <b>*Lease must match the name of the applicant and physical address given on application.</b>	____ ____ ____ ____ ____ ____	____ ____ ____ ____ ____ ____	<b>Deed or</b> Lease (must be a minimum of one year) <b>or</b> Lease assignment (acceptance by applicant & landlord) All documents must be signed. Clean clear map of premises, outlined in dark pen. <b>Plans and specifications for interior and exterior dimensions, locations of all fixed equipment, spaces for storage, exits, entrances, kitchen, and map of parking area</b>
Background Information <b>CBI – See second page for details</b>	____ ____	____ ____	Individual History Form and background investigation required for: applicant, partner, members of LLC, or anyone with 10% interest in a corporation
Alcohol Management Plan	____	____	Please provide as much detail as possible - Proof of Server is required for anyone selling, serving, or dispensing alcohol beverages – new employees must be trained within 30 days of hire.
Manager's Information (if not the applicant/owner) <b>*For H &amp; R and Tavern License applicants only!</b>	____ ____ ____	____ ____ ____	Manager's registration Individual History Form Background investigation required
<b>All applicants must complete one of the following sections regarding company structure and submit the appropriate forms requested:</b>			
Corporation Documents	____ ____ ____ ____	____ ____ ____ ____	Certification of Incorporation, <b>or</b> Certificate of Good Standing (corps over two years old) Certificate of Authorization (if a non-Colorado corporation) List of officers, stockholders, and directors
Partnership Documents	____ ____	____ ____	Partnership agreement Dissolution of partnership (if applicable)
Limited Liability Company Documents	____ ____ ____	____ ____ ____	Copies of articles of organization Acknowledgment from Secretary of State Copy of operating agreement

## ***Colorado Applicant Background Check Services (CABS) instructions***

Applicants must register and make an appointment through the online Enrollment Center by visiting the website below –

*IdentoGO by IDEMIA use this link:*

[Local \(City/County\) Liquor Licensure](#)

<https://uenroll.identogo.com/workflows/25YQ6K>

**SERVICE CODE - 25YQ6K**

**FEE: \$48.50**

**OCA – CONCJ5491**

*Employer and Address — Eagle County issued license  
Eagle County  
500 Broadway, Eagle CO 81631*