



**DOCUMENT CHECKLIST**  
**LLC and Corporate Report of Changes**  
**Please submit each item listed below**

**Application**

- Corporation, Limited Liability Company and Partnership Liquor and 3.2 Beer Licenses (DR 8177)

**Limited Liability Company or Corporate Documents (if applicable)**

- Certificate of Good Standing dated within last two years.
- Certificate of Authority (only if a foreign corporation)
- Certificate of Incorporation or Date stamped Articles or, Partnership Agreement (Limited and General Partnerships).
- Copies of minutes of meetings by the Corporation, Limited Liability Company or Partnership supporting the changes reflected on the front of this application. This includes letters of resignation, or appointment of any officers, or directors of a Corporation, or any managing member or members of a Limited Liability Company, or any general or limited partner in a Partnership (including husband and wife partnerships).

NOTE: If the Licensee as listed on Line 1 has a sole stockholder that is a Corporation, or LLC, or Partnership, attach a letter designating one officer, or managing member or the general partner to be the "principal person" for the applicant. This person MUST ALSO fill out a DR8404-I (Individual History Record) and submit fingerprints for background investigation.

**Background Information**

- Individual History Record (DR8404-I)
- Fingerprints (one card per individual- see Fingerprinting Instructions).
- Business check or money order payable to the "Colorado Bureau of Investigation" for \$38.50 for each set of fingerprints submitted.

**OR**

- "Master File Letter" issued by the Colorado Liquor Enforcement Division

**Fee Schedule**

		<i><b>Town Fees**</b></i>	<i><b>State Fees***</b></i>
<b>Related Fees</b>	Corp/LLC Change Per Person	\$100.00	\$200.00
	Master file- State Issued	\$0.00	\$50.00 per location (Max. \$1,000.00 and \$250.00 per person)

\*Concurrent review is for the State to review the application at the same time as the Town.

\*\*Check or money order payable to the "Town of Fraser".

\*\*\*Check or money order payable to the "Colorado Department of Revenue".