



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

Application

- ☐ Corporation, Limited Liability Company and Partnership Liquor and Beer and Wine 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. 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).

OR

- ❑ “Master File Letter” issued by the Colorado Liquor Enforcement Division

Fee Schedule

Review the current Liquor Enforcement Division Fee Schedule.

Fees to the Department of Revenue can be paid directly through the DOR Enforcement Liquor Division PayPort Online Service and proof of payment submitted with all applications and renewals.

Fees to the Town of Fraser can be paid with a credit card or check and submitted with all applications and renewals.