



**OFFICE OF THE CLERK AND RECORDER**  
**REQUIRED DOCUMENTS LIST**  
**CHANGE(S) TO A LIQUOR OR FMB BEER LICENSE**  
*As of June 2020*

**A. CHANGE OF CORPORATE STRUCTURE:**

1. Corporate Report of Changes (State Form DR 8177):
  - a. Complete Item Nos. 1-11.
  - b. Attach fee(s):
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$100.00 per person.
    - (2) Not required for a position shift of an existing officer.
    - (3) Not required if an applicant with five or more chain stores has created a “master file” with the State Liquor Enforcement Division and the fee has been paid to State. A copy of the State “master file” letter must accompany the application.
2. Corporate Documents:
  - a. Articles of Incorporation date stamped by the Secretary of State (if incorporated less than two years).
  - b. Certificate of Good Standing (if the corporation is at least two years old). The Certificate must be dated within the past two years and may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State’s Office at (303) 894-2200.
  - c. Certificate of Authority (if a foreign corporation).
  - d. Minutes of corporate meeting (reflecting elections, resignations, stock breakdown, etc.).
3. Background Information: (Officer, director or stockholder owning at least ten percent of stock.) (Not required if a State “master file” letter is submitted with the application.)
  - a. Individual History Record (State Form DR 8404-I). (Not required for a position shift of an existing officer.)
  - b. Licensee’s Statement Regarding Knowledge of Colorado Liquor Laws.
  - c. Fingerprint receipt (see Section I.3.). (Not required for position shift of an existing officer.)

**B. CHANGE OF LIMITED LIABILITY COMPANY MEMBER(S):**

1. Limited Liability Company Report of Changes (State Form DR 8177):  
Complete Item Nos. 1-11.
  - a. Attach fee(s):
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$100.00 per person.
2. Limited Liability Company Documents:
  - a. Articles of Organization date stamped by the Secretary of State or Certificate of Good Standing. A Certificate of Good Standing may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State’s Office at (303) 894-2200.
  - b. Operating Agreement.
  - c. Certificate of Authority (if a foreign company).

- d. Minutes of meeting (reflecting elections, resignations, etc.).
- 3. Background Information: (Members with at least ten percent ownership interest.)
  - a. Individual History Record (State Form DR 8404-I).
  - b. Fingerprint receipt (see Section I.3.).
  - c. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws

**C. CHANGE OF MANAGER (if applicable):**

- 1. Hotel & Restaurant ("H & R"), H & R with Optional Premises, Tavern, Resort Complex or Lodging & Entertainment (Manager's Registration):
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
    - (2) Attach fees:
      - (a) Check payable to El Paso County Clerk and Recorder in the amount of \$75.00.
      - (b) Check payable to Colorado Department of Revenue in the amount of \$75.00.
  - b. Management Agreement (employer-employee).
  - c. Affidavit showing duties, limitations and compensation (if no written agreement).
  - d. Individual History Record (State Form DR 8404-I).
  - e. One color photograph (front facial). Write the name, position, and month/year on the back of each photograph.
  - f. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
  - g. Fingerprint receipt (see Section I.3.).
- 2. Arts, Beer and Wine, Club, Racetrack, and FMB Beer On-Premises:
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
  - b. Individual History Record (State Form DR 8404-I).
  - c. One color photograph (front facial). Write the name, position, and month/year on the back of each photograph.
  - d. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
  - e. Fingerprint receipt (see Section I.3.).
- 3. Retail Liquor Store and FMB Beer Off-Premises:
  - a. These licenses do not have to report their changes of manager.
- 4. Liquor Licensed Drugstore:
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
  - b. State Form DR 8000.
    - (1) Attach Fee:
      - (a) \$100.00 payable to the Colorado Department of Revenue.
  - c. Individual History Record (State Form DR 8404-I).
  - d. One color photograph (front facial). Write name, position, and month/year on the back of each photograph.
  - e. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
  - f. Fingerprint receipt (see Section I.3.).

**D. CHANGE OF CORPORATE NAME:**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$50.00.
    - (2) Certificate of Amendment from the Secretary of State.

**E. CHANGE OF TRADE NAME (D/B/A):**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$50.00.

**F. CHANGE OF LOCATION:**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fees:
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of
      - (a) 787.50 for a Retail Liquor Store License.
      - (b) 825.00 for a Retail Gaming Tavern License.
    - (2) Check payable to Colorado Department of Revenue in the amount of \$150.00.
2. Diagram of the premises to be licensed in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.
3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease. Licensee must have legal possession of the premises during the entire license period.
  - b. Legal description for the location of the proposed licensed premises.

**G. CHANGE, ALTER OR MODIFY PREMISES:**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$150.00 for permanent modifications.
    - (2) Check payable to the Colorado Department of Revenue in the amount of \$300.00 for temporary modifications.
2. Diagram of existing and proposed premises in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.

3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease.

H. **ADDITION OF OPTIONAL PREMISES TO AN EXISTING HOTEL AND RESTAURANT LIQUOR LICENSE:**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$100.00 for each additional premises.
2. Diagram of the premises to be licensed in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.
3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease.

I. **ADDITIONAL INFORMATION:**

1. **APPLICATION SUBMITTAL:**  
Submit only the original documentation and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado between 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. **EMAIL:**  
Please provide an email address for license renewal correspondence.
3. **FINGERPRINTING:**  
(Starting November 1, 2018, all applicants must use the third-party vendor in order to submit fingerprints for a liquor license background check. If you are an out of state applicant or licensee, please submit hard fingerprint cards to Identogo by following their online instructions, website address below.)

**Vendor & Appointment Scheduling Websites:**

IdentoGO - <https://uenroll.identogo.com/workflows/25YQHT>

IdentoGO FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

Colorado Fingerprinting by American Bioidentity – Details to be announced

\* If you don't have access to the Internet, you can schedule an appointment by calling 844.539.5539

4. **COLORADO LIQUOR AND BEER CODE:**

WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.*