



OFFICE OF THE CLERK AND RECORDER

**REQUIRED DOCUMENTS LIST**  
**NEW FERMENTED MALT BEVERAGE LICENSE APPLICATION**

As of January 2023

**A. APPLICATION (State Form DR 8403):**

1. State Form DR 8403 which can be found here:  
[https://sbg.colorado.gov/sites/sbg/files/documents/DR%208403\\_FMB\\_Application\\_e\\_w\\_o\\_4.26.2022.pdf](https://sbg.colorado.gov/sites/sbg/files/documents/DR%208403_FMB_Application_e_w_o_4.26.2022.pdf)
2. Provide copy of Sales Tax License.
3. Attach appropriate fees (see Section K.).
4. Attach diagram of the premises to be licensed:
  - a. Maximum size of 8½ x 11 inches.
  - b. Dimensions included (does not have to be to scale). Exterior areas should show control (fences, walls, etc.).
  - c. Separate diagram for each floor (if multiple levels).
  - d. Bold/Outlined Licensed Premises.
  - e. Indicate “North” with an arrow.

**B. PROOF OF POSSESSION OF PROPERTY:**

1. Deed, lease, or assignment of lease:
  - a. Executed and signed by all parties involved.
  - b. Exact name of applicant only (matching question #2 of application).
  - c. Lease must have termination date (one year needed).
  - d. Legal description for the location of the proposed licensed premises.

**C. FINANCIAL DOCUMENTS:**

1. Purchase agreement or stock transfer agreement.
2. Notes and/or loans (copies attached).
3. Affidavit on source of all funds invested (if applicable).

**D. SOLE PROPRIETOR/HUSBAND AND WIFE PARTNERSHIP (if applicable):**

1. State Form DR 4679 which can be found here:  
[https://sbg.colorado.gov/sites/sbg/files/DR%204679\\_e\\_wo.pdf](https://sbg.colorado.gov/sites/sbg/files/DR%204679_e_wo.pdf)
2. Copy of State issued Driver’s License or Colorado Identification Card for each applicant.

**E. PARTNERSHIP APPLICANT (if applicable):**

1. Partnership Agreement (general or limited).
2. Certificate of Good Standing from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>

**F. CORPORATE DOCUMENTS (if applicable):**

1. Certificate of Incorporation from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>

2. Certificate of Good Standing from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
3. Certificate of Authorization if a foreign corporation (out of state applicants only).

G. **LIMITED LIABILITY COMPANY DOCUMENTS (if applicable):**

1. Articles of Organization from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
2. Certificate of Good Standing from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
3. Operating Agreement.
4. Certificate of Authorization if foreign LLC (out of state applicants only).

H. **BACKGROUND INFORMATION (not required if State Master File):**

(Required for individuals with more than 10% ownership: officers, directors, partners, members).

1. Individual History Record (State Form DR 8404-I) which can be found here: [https://sbg.colorado.gov/sites/sbg/files/documents/DR\\_8404I.pdf](https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf).
2. Fingerprint receipt (see Section J.3.).

I. **MANAGER INFORMATION:**

1. Color photograph (front facial). Include name, position, and month/year when photo was taken.
2. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.

J. **ADDITIONAL INFORMATION:**

1. **APPLICATION SUBMITTAL:**

Submit original documentation and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Rd., Suite 2201 Colorado Springs, CO 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:**

**Vendor & Appointment Scheduling Websites:**

IdentoGO: (855) 539-5539

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

Use code **25YQHT**.

Colorado Fingerprinting: (720) 292-2722 Toll Free (833) 224-2227

<https://www.coloradofingerprinting.com/cabs/>

Use Code **C030LIQI**.

4. **COLORADO LIQUOR AND BEER CODE:**  
WEB SITE: <https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations>

- K. **FEES:**  
Fees can be found here: <https://clerkandrecorder.elpasoco.com/clerk-to-the-board/#1513364968561-2a0ea8a1-acd2>

\*Note: State fees are subject to change and may not be accurately reflected in this chart. Please see the State of Colorado's website <https://sbg.colorado.gov/liquor> to check for the latest information concerning State fees. State collects 85% of the local license fee for the old age pension fund pursuant to C.R.S. § 44-3-505(3), see Section B of DR 8404.

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

EL PASO COUNTY

**FINANCIAL AFFIDAVIT**

I/We, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, hereby state the total amount invested in the business known as  
\_\_\_\_\_, d/b/a \_\_\_\_\_,  
El Paso County, is \$ \_\_\_\_\_. The funds were derived from the following sources:  
(List each source and the manner in which you obtained these funds. Provide all account numbers,  
banks/locations of accounts, names on the accounts, and amounts taken from accounts. If source is  
other than a banking institution, list names, addresses, dates and amounts. Documentation for each  
source listed is mandatory.)

- 1)
- 2)
- 3)
- 4)
- 5)

The above is/are the sole source(s) of the funds invested and no other persons or parties have a financial interest. I/We declare under penalty of perjury in the second degree that I/we have read the foregoing information and all attachments thereto, and that I/we know the contents thereof, and all information set forth therein is true, correct and complete to the best of my/our knowledge and information. (Corporate officers, partners or sole proprietor must sign.)

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and affirmed before me in the County of \_\_\_\_\_, State of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expiration Date: \_\_\_\_\_

**LICENSEE'S STATEMENT REGARDING  
KNOWLEDGE OF COLORADO LIQUOR/BEER LAWS**

The Board of County Commissioners, as local licensing authority, and the El Paso County Sheriff's Office, as the enforcement agency for the local licensing authority, both expect a licensee to be knowledgeable of the Colorado liquor/beer laws. A licensee has the affirmative duty to read and understand the Colorado Liquor and Beer Codes and seek further clarification of such information if necessary.

I, \_\_\_\_\_, hereby state that I have read the Colorado Liquor and Beer Codes and the regulations promulgated thereunder and understand the contents thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date