



OFFICE OF THE CLERK AND RECORDER

REQUIRED DOCUMENTS LIST
CHANGE(S) TO A LIQUOR OR FMB LICENSE

As of February 2023

A. CHANGE OF CORPORATE STRUCTURE:

1. Corporate Report of Changes (State Form DR 8177) download State form here:
https://sbq.colorado.gov/sites/sbq/files/DR%208177_e_wo_0.pdf
 - 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 officer/member.
 - (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. Certificate of Incorporation from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>
 - b. Certificate of Good Standing from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>
 - c. Certificate of Authorization if a foreign corporation (out of state applicants only).
 - d. Minutes of corporate meeting supporting changes reflected on application (elections, resignations, stock breakdown, etc.).
3. Background Information: (individuals with more than 10% ownership) (Not required if a State “master file” letter is submitted with the application.)
 - a. Individual History Record (State Form DR 8404-I) download State form here:
https://sbq.colorado.gov/sites/sbq/files/documents/DR_8404I.pdf. (Not required for a position shift of an existing officer.)
 - b. Fingerprint receipt (see Section J.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) download State form from here: https://sbq.colorado.gov/sites/sbq/files/DR%208177_e_wo_0.pdf
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 officer/member.
2. Limited Liability Company Documents:
 - a. Articles of Organization from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>
 - b. Certificate of Good Standing from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>

- c. Operating Agreement.
 - d. Certificate of Authorization if foreign LLC (out of state applicants only).
 - e. Minutes of meeting supporting changes on application (reflecting elections, resignations, etc.).
3. Background Information: (individuals with more than 10% ownership)
- a. Individual History Record (State Form DR 8404-I) download State form here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf. (Not required for a position shift of an existing member.)
 - b. Fingerprint receipt (see Section J.3.). (Not required for position shift of an existing member.)

C. CHANGE OF PARTNERSHIP:

1. Partnership Report of Changes (State Form DR 8177) download State form here: https://sbg.colorado.gov/sites/sbg/files/DR%208177_e_wo_0.pdf.
- 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 partner.
2. Partnership Documents:
- a. Partnership Agreement (Limited and General Partnerships)
 - b. Certificate of Good Standing from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
3. Background Information: (individuals with more than 10% ownership)
- a. Individual History Record (State Form DR 8404-I) download State form here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf. (Not required for a position shift of an existing partner.)
 - b. Fingerprint receipt (see Section J.3.). (Not required for position shift of an existing partner.)

D. CHANGE OF MANAGER:

1. All On-Premises Licensees:
- a. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>
 - (1) Complete appropriate sections.
 - (2) Attach fees for Hotel & Restaurant ("H&R"), Tavern, and Lodging & Entertainment only:
 - (a) Check payable to El Paso County Clerk and Recorder in the amount of \$30.00.
 - (b) Check payable to Colorado Department of Revenue in the amount of \$30.00.
 - b. One color photograph (front facial). Include the name, position, and month/year when photo was taken.
 - c. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.

2. Retail Liquor Store and FMB Off-Premises:
 - a. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - (1) Complete appropriate sections.

3. Liquor Licensed Drugstore:
 - a. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>
 - (1) Complete appropriate sections.
 - b. State Form DR 8000, download State form here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8000_e_wo.pdf
 - (1) Attach Fee:
 - (a) \$200.00 payable to the Colorado Department of Revenue (\$100.00 application fee and \$100.00 permit fee).
 - c. Individual History Record (State Form DR 8404-I) download State form here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf.
 - d. Color photograph (front facial). Include the name, position, and month/year when photo was taken.
 - e. Certification as a responsible alcohol beverage vendor.
 - f. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
 - g. Fingerprint receipt (see Section J.3.).

E. CHANGE OF CORPORATE NAME:

1. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - 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 filed with the Secretary of State, or
 - (3) Statement of Change filed with the Secretary of State, and
 - (4) Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

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

1. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - a. Complete appropriate sections.
 - b. Attach fee:
 - (1) Check payable to Colorado Department of Revenue in the amount of \$50.00.

G. CHANGE OF LOCATION:

1. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - a. Complete appropriate sections.

- b. Attach fees:
 - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$750.00.
 - (2) Check payable to Colorado Department of Revenue in the amount of \$150.00.
- 2. 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 type of control (fences, walls, entry/exit points, etc.).
 - c. Separate diagram for each floor (if multiple levels).
 - d. Kitchen identified if Hotel & Restaurant.
 - e. Bold/Outlined Licensed Premises.
 - f. Indicate "North" with an arrow.
- 3. Proof of possession of property:
 - a. Signed copy of deed, lease, or assignment of lease in name of applicant.
 - b. Licensee must have legal possession of the premises for a minimum duration of one year.
 - c. Legal description for the location of the proposed licensed premises.

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

- 1. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - a. Complete appropriate sections.
 - b. Attach fee:
 - (1) Check payable to Colorado Department of Revenue in the amount of \$150.00 for permanent modifications or \$300.00 for temporary modifications.
- 2. Diagram of existing and proposed premises:
 - a. Maximum size of 8½ x 11 inches.
 - b. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.).
 - c. Separate diagram for each floor (if multiple levels).
 - d. Kitchen identified if Hotel & Restaurant
 - e. Bold/Outlined Licensed Premises.
 - f. Indicate "North" with an arrow.
- 3. Proof of possession of property:
 - a. Existing lease that is revised due to the modification.
- 4. Neighborhood Survey required for Permanent Modifications.

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

- 1. Permit Application & Report of Changes (State Form DR 8442) download State form here: <https://sbg.colorado.gov/sites/sbg/files/documents/DR%208442.pdf>.
 - a. Complete appropriate sections.
 - b. Attach fee:

- (1) Check payable to Colorado Department of Revenue in the amount of \$100.00 for each optional premises.
2. Written advance notice (48 hours prior to serving alcohol) of specific days and hours on which the optional premises are to be used.
3. 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 type of control (fences, walls, entry/exit points, etc.).
 - c. Separate diagram for each floor (if multiple levels).
 - d. Kitchen identified.
 - e. Bold/Outlined Licensed Premises.
 - f. Indicate "North" with an arrow.
4. Proof of possession of property:
 - a. Existing lease that is revised due to the modification.

J. **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, 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: (844) 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>

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