



**OFFICE OF THE CLERK AND RECORDER**

**REQUIRED DOCUMENTS LIST**

**LIQUOR OR FERMENTED MALT BEVERAGE LICENSE TRANSFER OF OWNERSHIP APPLICATION**

*As of September 2022*

**A. APPLICATION (State Form DR 8404 or DR 8403):**

1. Complete all sections on either form DR 8404 or form DR 8403 depending on type of license.  
State form DR 8404 can be found here:  
<https://sbg.colorado.gov/sites/sbg/files/documents/DR%208404.pdf>.  
State form DR 8403 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)  
Provide copy of Sales Tax License.
2. Attach appropriate fees (see Section L.).
3. 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. Kitchen - identified if Hotel & Restaurant.
  - f. Indicate “North” with an arrow.
4. Applicants applying for a Liquor Licensed Drugstore:
  - a. Provide evidence that at least twenty percent of the licensee’s gross annual income derived from total sales during the prior twelve months at the drugstore premises for which a new license is sought is from the sale of food items as defined by the State licensing authority.

**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 to be attached).
3. Affidavit on source of all funds invested (if applicable).

- D. **WHOLESALE AFFIDAVITS (State Form DR 8004) for the purposes of complying with section 44-3-303(1)(d), C.R.S.**
1. State Form DR 8004 can be found here:  
[https://sbg.colorado.gov/sites/sbg/files/DR%208004\\_e\\_wo\\_0.pdf](https://sbg.colorado.gov/sites/sbg/files/DR%208004_e_wo_0.pdf)
  2. The state or a local licensing authority shall not approve a transfer of ownership until the applicant files with the local licensing authority confirmation from each wholesaler that has sold alcohol beverages to the transferor that the wholesaler has been paid in full for all alcohol beverages delivered to the transferor.
- E. **SOLE PROPRIETOR/HUSBAND AND WIFE PARTNERSHIP AGREEMENT (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 issue Driver's License or Colorado Identification Card for each applicant.
- F. **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/>
- G. **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).
- H. **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).
- I. **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 K.3.)
- J. **MANAGER INFORMATION:**
1. **Hotel & Restaurant ("H&R"), H&R with Optional Premises, Tavern, Lodging & Entertainment (Manager's Registration):**
    - a. Applicant as Manager:
      - (1) Color photograph (front facial). Include the name, position, and month/year when the photo was taken.
      - (2) Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
    - b. Separate and Distinct Manager:
      - (1) \$75.00 payable to El Paso County Clerk and Recorder.
      - (2) \$30.00 payable to the Colorado Department of Revenue.
      - (3) Management Agreement (employer/employee).

- (4) Affidavit showing duties, limitations, and compensation (if no written agreement).
- (5) 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).
- (6) Color photograph (front facial). Include the name, position, and month/year the photo was taken.
- (7) Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
- (8) Fingerprint receipt (see Section K.3.).

2. Other On-Premises Licensees:

a. Applicant as Manager:

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

b. Separate and Distinct Manager:

- (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) Color photograph (front facial). Include the name, position, and month/year when the photo was taken.
- (3) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
- (4) Fingerprint receipt (see Section K.3.).

3. Retail Liquor Store or FMB Off-Premises: (Applicant as manager or a separate and distinct manager.)

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

4. Liquor Licensed Drugstore:

a. Liquor Licensed Drugstore Manager's Permit:

- (1) State Form DR 8000 which can be found here: [https://sbg.colorado.gov/sites/sbg/files/documents/DR\\_8000\\_e\\_wo.pdf](https://sbg.colorado.gov/sites/sbg/files/documents/DR_8000_e_wo.pdf).
- (2) \$200.00 payable to the Colorado Department of Revenue (\$100.00 application fee and \$100.00 permit fee).
- (3) 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).
- (4) Color photograph (front facial). Include the name, position, and month/year when the photo was taken.
- (5) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
- (6) Fingerprint receipt (see Section K.3.).

**K. 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 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: (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://sbq.colorado.gov/liquor-enforcement-laws-rules-regulations>

L. **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://sbq.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