



REQUIRED DOCUMENTS LIST
NEW RETAIL LIQUOR LICENSE APPLICATION

As of June 2023

A. APPLICATION (State Form DR 8404):

1. State Form DR 8404 can be found here: <https://sbg.colorado.gov/liquor-forms-by-number>
2. Attach appropriate fees (see Section K).
3. Provide copy of State Sales Tax License.
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. Kitchen – identified if Hotel & Restaurant.
 - f. Indicate “North” with an arrow.
5. 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 attached).
3. Affidavit on source of all funds invested (if applicable).

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

1. State Form DR 4679 can be found here:
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/liquor-forms-by-number>
2. Fingerprint receipt (see Section J.3.).

I. MANAGER INFORMATION:

1. All On-Premises Licensees:
 - a. Color photograph (front facial). Include name, position, and month/year when photo was taken.
 - b. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
 - c. Hotel & Restaurant (H&R), Tavern, and Lodging & Entertainment only:
 - (1) \$30.00 payable to El Paso County Clerk and Recorder.
 - (2) \$30.00 payable to the Colorado Department of Revenue.
2. Retail Liquor Store:
 - a. Color photograph (front facial). Include name, position, and month/year when photo was taken.
 - b. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
3. Liquor Licensed Drugstore:
 - a. Liquor Licensed Drugstore Manager's Permit:
 - (1) State Form DR 8000 which can be found here: <https://sbg.colorado.gov/liquor-forms-by-number>
 - (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/liquor-forms-by-number>

- (4) Color photograph (front facial). Include name, position, and month/year when photo was taken.
- (5) Certification as a responsible alcohol beverage vendor.
- (6) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
- (7) Fingerprint receipt (see Section J.3.).

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 4:30 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 the link above. 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
OR EMAIL **CARCTB@ELPASOCO.COM***