



Local Licensing Authority MANAGER REGISTRATION APPLICATION Information & Checklist

Description:

Colorado Liquor Code requires that on premise licenses like Hotel & Restaurant and Tavern licensees register the manager of their establishment where the owner has not chosen to manage the premises personally. No person may be the registered manager for more than one licensed establishment at any time. In addition, licensees are required to notify the state and local licensing authorities within five days after losing a registered manager, and they must designate a new registered manager within thirty days.

What to know before submitting an application:

- √ For questions about this application or the process, please contact the City Clerk's Office, at 350 Kimbark St. or (303) 651-8649. Please note that the Deputy City Clerk may not provide you legal advice regarding your application.
- √ The application process takes approximately 90 days (from submittal to confirmation).
- √ ALL documents must be 8 ½ x 11 in size and typed or legibly printed in black ink. Please do not staple pages.
- √ Some documents require a notary. The City Clerk's staff can notarize these documents for you when you submit your application packet, if needed. Please be sure to bring your identification with you.
- √ **ONE (1)** complete packet must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. **Incomplete application packets will not be accepted.**

CHECKLIST OF DOCUMENTS TO BE SUBMITTED:

- 1. State form DR 8442 - Complete in all appropriate sections and signed by corporate or owner
- 2. Appropriate fees attached (See Fee Schedule)
- 3. Copy of an approved/certified alcohol seller server training program completed within the past 2 years.