

Colorado Liquor Enforcement Division Manager Permit Application Instructions

Application Checklist

1. Permit Type

Manager Permit: An individual who is employed by a Liquor-Licensed Drugstore (LLDS) as defined in section 44-3-410, C.R.S. and who will be in actual control of the LLDS alcohol beverage operations, including purchases of alcohol beverages from a licensed Wholesaler in accordance with Sections 44-3-410(6) and 44-3-427(1), C.R.S.

2. Application Completed & Signed

Type or clearly print an answer to every question. If a question does not apply to you, indicate with an N/A. If you are unsure if a question applies to you or what information the form is asking you to provide, contact Liquor Enforcement Division office to seek clarification. If the available space is insufficient, continue on a separate sheet and precede each answer with the appropriate title. Sign and date the application.

All Applications and documentation submitted must be single-sided and on 8.5x11 paper.

3. Background check/Submit fingerprints

You must complete the manager permit application and make an appointment to be fingerprinted by an approved State Vendor through the Vendors website:

The vendors are as follows:

IdentoGO

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

Phone: 844-539-5539 (toll-free)

IdentoGO FAQs: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/biometric-identification-and-records-unit-faqs>

State Liquor Code for IdentoGO: 25YQHT

Colorado Fingerprinting

Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>

Phone: 720-292-2722

833-224-2227 (toll-free)

State Liquor Code for Colorado Fingerprinting: C030LIQI

4. Application Fee

Submit the **non-refundable** application fee of \$100.00, and a permit fee of \$100.00 for a total of \$200.00. A money order is acceptable. Make money order payable to: Colorado Department of Revenue (DOR) – Liquor Enforcement Division (LED)

5. Bring in Application

Submit application and all attachments by mail to:
Liquor Enforcement Division
P.O. Box 17087
Denver, CO 80217-0087
(303) 205-2300

Or drop off:

1707 Cole Blvd, Suite 300
Lakewood, CO 80401
303-205-2300

Note: Incomplete applications will result in a longer approval time.

Application for Colorado Manager Permit

- All answers must be printed in black ink or typewritten.
- New application Fee: \$200.00 (Includes \$100.00 Application Fee and \$100.00 Permit Fee)
- Renewal Fee: \$100.00
- No fee required to transfer the permit to another location
- Submit fingerprints to the State by making an appointment with an approved State Vendor through their website. See application checklist, Section “3” for details.
- All of the information below for the LLDS must be for the licensed premises and not the corporation headquarters, with the exception of the mailing address.

New Application	Renewal	Transfer to Another Location	Cancellation of Permit
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Manager Information

Last Name	First Name	Middle
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Date of Birth	21 Years of age.....	Yes	No
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Home Address

City	State	ZIP Code
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Email	Phone Number
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Maiden Name/Married Names Used (Full Name) Attach separate sheet if necessary.

Nicknames, Aliases, Etc. (Full Name) Attach separate sheet if necessary.

Gender.....	Male	Female	Social Security Number
Place of Birth (City)	State	Country	

Driver License Number	State Issued	Manager’s Business Email Address
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Physical Description

Height	Weight	Hair Color	Eye Color
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Application for Colorado Manager Permit (Continued)

List current residence address. Include any previous addresses within the last eight (8) years.
(Attach separate sheet if necessary)

Address

City State ZIP Code

From To

Address

City State ZIP Code

From To

Business Information

Business Name (If an LLC; partnership; corporation or name of corporation)

Trade Name of Establishment/Doing Business As (DBA)

Liquor License Number

Address

City State ZIP Code

Email Phone Number

Business Mailing Address (if different)

City State ZIP Code

Business Email (if different)

Application for Colorado Manager Permit (Continued)

Questions

- 1.** List all employment within the last three (3) years. Include any self-employment.
(Attach separate sheet if necessary)

Name of Employer or Business

Address

City State ZIP Code

From To

Name of Employer or Business

Address

City State ZIP Code

From To

- 2.** Have you been convicted of a crime involving the sale or distribution of alcohol within eight (8) years before the date of this application?..... Yes No

If yes, provide the following:

Date	Jurisdiction of Offense	Crime	Disposition (Attach a separate sheet if necessary).
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Date	Jurisdiction of Offense	Crime	Disposition (Attach a separate sheet if necessary).
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- 3.** Have you been convicted of a felony within the five (5) years before the date of application?..... Yes No

If yes, provide the following:

Date	Jurisdiction of Offense	Crime	Disposition (Attach a separate sheet if necessary).
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Date	Jurisdiction of Offense	Crime	Disposition (Attach a separate sheet if necessary).
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Application for Colorado Manager Permit (Continued)

4. Has your manager's permit or similar permit issued by the state, a local jurisdiction, or another state or foreign jurisdiction been revoked within three (3) years before the date of this application?
(Attach a separate sheet if necessary)..... Yes No

If yes, provide the following:

Date	Jurisdiction	Business License Number	Licensee Name	DBA	
Address					
City				State	ZIP Code

5. Do you have any financial interest(s) in any other liquor licensed establishment in the State of Colorado?..... Yes No

If yes, provide the following:

Name of Business

Business License Number	Type of Liquor License		
Address			
City		State	ZIP Code

6. Has any liquor licensed establishment under your management been revoked within eight (8) years immediately preceding this application?..... Yes No

If yes, provide the following:

Date	Jurisdiction	Business License Number	Licensee Name	DBA	
Address					
City				State	ZIP Code

Application for Colorado Manager Permit (Continued)

Date	Jurisdiction	Business License Number	Licensee Name	DBA
Address				
City				State ZIP Code

Oath of applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor, Beer and Wine Code and Liquor Rules which affects my permit.

Applicant Signature

Printed Name

Date (MM/DD/YY)