



## **COLORADO**

### **Department of Revenue**

Enforcement Division – Liquor & Tobacco

Physical Address:  
1697 Cole Boulevard, Suite 200  
Lakewood, CO 80401

Mailing Address:  
P.O. Box 17087  
Denver, CO 80217-0087  
Fax: 303-866-2428

## **BULLETIN 20-01**

REFERENCE: MASTER FILES APPLICATION AND ADDITIONAL LOCATIONS FORMS

DATE: January 9, 2020

### **Colorado Liquor Enforcement Division**

The Liquor Enforcement Division (LED) is publishing this bulletin in an effort to reduce the confusion related to applications for master files and licensed locations related to a new or existing master file.

To do so, LED has created two (2) new forms and updated its Retail Liquor License Application form DR 8404. Below is more information on all changes and updates for all forms involved.

The use of these forms will be effective today, Thursday, January 9, 2020.

#### **Application for a Master File Form DR 8415**

The Application for a Master File form, number DR 8415, is meant to simplify the application process for master file license applicants and holders by focusing only on the information that applies to said applicants and license holders. Page 2 of DR 8415 features a precise checklist of required documents to attach to the application and additional resources regarding fingerprint cards. The form also includes a copy of the Tax Check Authorization, Waiver, and Request to Release Information form DR 8495.

Please note that if you need to report any transfer of ownership or corporate change in the structure of the master file, you must still submit a Report of Changes Corporation, Limited Liability Company and Partnership form DR 8177 or, to report or any change in the business trade name, a Permit Application and Report of Changes form DR 8442.

#### **Master File Additional Location Form DR 8416**

This new form has been created as a supplement to the Application for a Master File form DR 8415, if a master file applicant needs more than the five (5) designated spaces provided on the form to list more locations.

To keep track of all locations included in a master file between applications and renewals, LED now requires that all locations be listed using the newly created form DR 8416, if more than five (5) locations listed on DR 8415.

#### **Colorado Liquor Retail License Application Form DR 8404 Changes**

The last form to be involved is the Colorado Liquor Retail License form. With the creation of the new master file forms, LED decided to remove the master file location and background fees from Page 1 Section B in order to avoid duplication of information and confusion related to the use of each forms.

#### **Regulation 47-307, 1 CCR 203-2 – Master Files**

As a reminder of changes effective January 1, 2020 in Regulation 47-307, 1 CCR 203-2:

- A. Any person or entity seeking the issuance of a state master file pursuant to section 44-3-304(1)(b), C.R.S. shall have an interest in a minimum of five (5) approved state licenses, pursuant to articles 3 and/or 4 of title 44, C.R.S.
- B. A master file applicant can meet the minimum requirements of this regulation by having an interest in separate licensed locations, as long as there are a minimum of five (5) total licenses approved.
- C. To maintain a state master file, once approved and established, the licensee shall comply with section 44-3-301(7), C.R.S. and Regulation 47-304 as it relates to the timely disclosure of any change in structure. Repeated failure to comply with timely advisement to the state licensing authority shall be grounds for the state licensing authority to suspend or revoke a licensee's master file privileges.
- D. Any licensed premises included in a master file must be constructed and placed in operation within two (2) years of approval of the license in order to be considered part of the master file.
- E. No local licensing authority shall require applicants with an approved master file to file additional fingerprints or background investigation forms. Nothing in this section shall prohibit a local licensing authority from conducting its own investigation, or from verifying any of the information provided by the applicant, or from denying the application of the applicant pursuant to the provisions set forth in section 44-3-307, C.R.S.

If you have any questions about this bulletin, email the LED at [dor\\_led@state.co.us](mailto:dor_led@state.co.us) or call the customer service line at (303) 205-2300.