

# Liquor and Tobacco Enforcement Division

The mission of the Liquor and Tobacco Enforcement Division is to promote public safety, support economic growth, and the responsible sale and consumption of liquor and tobacco products, through the fair administration of liquor and tobacco/nicotine laws.

## How-to use the application builder to submit a new application online

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Click on the button

AUTO INDUSTRY DIVISION

GAMING DIVISION

**LIQUOR AND TOBACCO ENFORCEMENT DIVISION**

MARIJUANA ENFORCEMENT DIVISION

RACING ENFORCEMENT DIVISION

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What type of business are you applying for?

Please select an answer

Tobacco Business

**Liquor Business**

Return to Dashboard

Select the correct option from the drop-down menu

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TOB - Retailer Off-Premises Application

BACK

**START APPLICATION**

Click start application

Return to Dashboard

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Example of the first application page – make sure this is the correct application

TOB - Retailer Off-Premises Application

Read all instructions

1 Instructions

2 Business Information

3 Questions

4 Attestation & Digital Signature

CAREFULLY READ before you begin your application:

- The application will automatically save as you go through the process, and you will be able to pick up where you left off.
- Once you submit your application, you will not be able to amend the information or documentation submitted. To update or amend the information submitted, please contact the Division using the information below.
- Note that the license fees are temporarily being **WAIVED** as an economic relief measure due to COVID 19. This relief measure does not apply to local tobacco license fees. This relief measure is not permanent and the Division reserves the right to begin charging for the below license types at a future date.

Contact Information

Address: Liquor & Tobacco Enforcement Division, 1187 Cole Blvd Suite 300, Lakewood, CO 80401

Main number: 303-205-2300

Email: dor\_ledtobacco@state.co.us

Website: <https://leg.colorado.gov/tobacco> for more information.

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Attestation & Digital Signature

Example of the last application page

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 all applicable laws and regulations which affect my license.

Answer

Name of Applicant/Agent of Business

Title

Digital Signature

Date

Additional Permits

**FINISH**

Make sure answer the attestation question, sign the application and click finish.

Return to Dashboard

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TOB - Retailer Off-Premises Application

Saved 1:32 PM MDT

1 Instructions

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Attestation & Digital Signature

2 problems

Example of error page – if the application is not completed sections will be highlighted in red. Complete those sections then click finish.

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Answer

Name of Applicant/Agent of Business

Title

Digital Signature

Date

Additional Permits

**FINISH**

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Fees

Example of Fees page

You have no fees. Please review and submit your application.

BACK

**SUBMIT**

After you have completed your application, you will be taken to the Fees page.

You will have the opportunity to review your application.

After you have completed your review, you will need to pay your fees (if applicable) and click submit.

Instructions

The Colorado Department of Revenue, Liquor

**CAREFULLY READ before you begin y**

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Click the button below to begin your applica

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Submission Confirmed!

Thank you for your submission. We have received your application. Please note you have a balance listed below.

Applicant Name: Carolyn Berry

Application Type: TOB - Retailer Off-Premises Application

Balance: \$0.00

Congratulations! Your application has been successfully completed and submitted to the state licensing authority for review.

If you have any questions, please use the below information to contact the Liquor Enforcement Division.

### Liquor:

Licensing: DOR\_LIQLICENSING@state.co.us  
or by phone 303-205-2300

### Tobacco:

Licensing: DOR\_LEDTOBACCO@state.co.us  
or by phone 303-205-2300