



**OFFICE OF THE CLERK AND RECORDER**  
**REQUIRED DOCUMENTS LIST**  
**CHANGE(S) TO A LIQUOR OR 3.2% BEER LICENSE**  
*As of August 6, 2018*

**A. CHANGE OF CORPORATE STRUCTURE:**

1. Corporate Report of Changes (State Form DR 8177):
  - a. Complete Item Nos. 1-11.
  - b. Attach fee(s):
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$100.00 per person.
    - (2) Not required for a position shift of an existing officer.
    - (3) Not required if an applicant with five or more chain stores has created a “master file” with the State Liquor Enforcement Division and the fee has been paid to State. A copy of the State “master file” letter must accompany the application.
2. Corporate Documents:
  - a. Articles of Incorporation date stamped by the Secretary of State (if incorporated less than two years).
  - b. Certificate of Good Standing (if the corporation is at least two years old). The Certificate must be dated within the past two years and may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State’s Office at (303) 894-2200.
  - c. Certificate of Authority (if a foreign corporation).
  - d. Minutes of corporate meeting (reflecting elections, resignations, stock breakdown, etc.).
3. Background Information: (Officer, director or stockholder owning at least ten percent of stock.) (Not required if a State “master file” letter is submitted with the application.)
  - a. Individual History Record (State Form DR 8404-I). (Not required for a position shift of an existing officer.)
  - b. Licensee’s Statement Regarding Knowledge of Colorado Liquor Laws.
  - c. Fingerprint receipt (see Section I.3.). (Not required for position shift of an existing officer.)

**B. CHANGE OF LIMITED LIABILITY COMPANY MEMBER(S):**

1. Limited Liability Company Report of Changes (State Form DR 8177):  
Complete Item Nos. 1-11.
  - a. Attach fee(s):
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$100.00 per person.
2. Limited Liability Company Documents:
  - a. Articles of Organization date stamped by the Secretary of State or Certificate of Good Standing. A Certificate of Good Standing may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State’s Office at (303) 894-2200.
  - b. Operating Agreement.
  - c. Certificate of Authority (if a foreign company).

- d. Minutes of meeting (reflecting elections, resignations, etc.).
- 3. Background Information: (Members with at least ten percent ownership interest.)
  - a. Individual History Record (State Form DR 8404-I).
  - b. Fingerprint receipt (see Section I.3.).
  - c. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws

**C. CHANGE OF MANAGER:**

- 1. Hotel & Restaurant ("H & R"), H & R with Optional Premises, Tavern or Lodging & Entertainment (Manager's Registration):
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
    - (2) Attach fees:
      - (a) Check payable to El Paso County Clerk and Recorder in the amount of \$75.00.
      - (b) Check payable to Colorado Department of Revenue in the amount of \$75.00.
  - b. Management Agreement (employer-employee).
  - c. Affidavit showing duties, limitations and compensation (if no written agreement).
  - d. Individual History Record (State Form DR 8404-I).
  - e. Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
  - f. Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
  - g. Fingerprint receipt (see Section I.3.).
- 2. Arts, Beer and Wine, Brew Pub, Club, Optional Premises, Racetrack, 3.2% Beer On-Premises, 3.2% Beer On/Off-Premises and Bed & Breakfast:
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
  - b. Individual History Record (State Form DR 8404-I).
  - c. Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
  - d. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
  - e. Fingerprint receipt (see Section I.3.).
- 3. Retail Liquor Store and 3.2% Beer Off-Premises (only if Licensee is an LLC):
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
  - b. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
  - c. Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
- 4. Liquor Licensed Drugstore:
  - a. Permit Application & Report of Changes (State Form DR 8442):
    - (1) Complete appropriate sections.
  - b. State Form DR 8000.
    - (1) Attach Fee:
      - (a) \$100.00 payable to the Colorado Department of Revenue.
  - c. Individual History Record (State Form DR 8404-I).

- d. Two color photographs (front facial). Write name, position, and month/year on the back of each photograph.
- e. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
- f. Fingerprint receipt (see Section I.3.).

**D. CHANGE OF CORPORATE NAME:**

- 1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$50.00.
    - (2) Certificate of Amendment from the Secretary of State.

**E. CHANGE OF TRADE NAME (D/B/A):**

- 1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$50.00.

**F. CHANGE OF LOCATION:**

- 1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fees:
    - (1) Check payable to El Paso County Clerk and Recorder in the amount of \$750.00.
    - (2) Check payable to Colorado Department of Revenue in the amount of \$150.00.
- 2. Diagram of the premises to be licensed in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.
- 3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease. Licensee must have legal possession of the premises during the entire license period.
  - b. Legal description for the location of the proposed licensed premises.

**G. CHANGE, ALTER OR MODIFY PREMISES:**

- 1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$150.00 for permanent modifications.
    - (2) Check payable to the Colorado Department of Revenue in the amount of \$600.00 for temporary modifications.

2. Diagram of existing and proposed premises in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.
3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease.

H. **ADDITION OF OPTIONAL PREMISES TO AN EXISTING HOTEL AND RESTAURANT LIQUOR LICENSE:**

1. Permit Application & Report of Changes (State Form DR 8442):
  - a. Complete appropriate sections.
  - b. Attach fee:
    - (1) Check payable to Colorado Department of Revenue in the amount of \$100.00 for each additional premises.
2. Diagram of the premises to be licensed in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the proposed licensed premises in red ink.
  - d. Indicate "North" with an arrow.
3. Proof of possession of property:
  - a. Signed copy of deed, lease or assignment of lease.

I. **ADDITIONAL INFORMATION:**

1. **APPLICATION SUBMITTAL:**  
Submit all documentation in **triplicate** (one set of originals and two sets of copies) and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado between 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. **EMAIL:**  
Please provide an email address for license renewal correspondence.
3. **FINGERPRINTING:**  
CONTACT: El Paso County Sheriff's Office at **(719) 520-7249 (by appointment only)**.  
ADDRESS: 27 E. Vermijo, Colorado Springs, CO.  
FEE: Money order or cashier's check only in the amount of \$38.50 payable to CBI (Colorado Bureau of Investigations).

\*Out of State applicants contact Clerk to the Board Department at (719) 520-6430 to obtain fingerprint card information.

4. **COLORADO LIQUOR AND BEER CODE:**  
WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.*