



MANAGER REGISTRATION PROCEDURE
FERMENTED MALT BEVERAGE OFF-PREMISES
AND CLUB LIQUOR LICENSES

This is designed to assist you in complying with the State of Colorado and the City of Northglenn licensing requirements. If you have any questions during the application period, please call the City Clerk's office at 303-450-8757. You may obtain the necessary forms and information from the City website at www.northglenn.org or the City Clerk's office, located at 11701 Community Center Drive, Northglenn, Colorado 80233.

The Colorado Liquor and Beer Codes state that each licensee holding a liquor license, other than a hotel/restaurant or tavern license, shall manage such premises himself or herself or employ a separate and distinct manager on the premises and shall report the name of such manager to the local Licensing Authority (City of Northglenn). Such licensee shall report any change in managers to the local Licensing Authority within thirty days after any change, hire, or transfer of any manager to the licensee's premises.

The following is needed to complete the manager registration process:

1. Complete the Local Manager Registration Form.
2. Complete the Individual History Record – State Form DR 8404-I.
3. Submit application fees:
\$75.00 payable to the City of Northglenn
\$38.50 payable to Colorado Bureau of Investigations (CBI)
4. Fingerprints must be taken prior to consideration by the Liquor Licensing Authority. Please call the City Clerk's office at 303-450-8757 or send an email to jsmall@northglenn.org to schedule an appointment to be fingerprinted. The fee of \$38.50 payable to CBI for the fingerprint processing must be in the form of a company check, money order, or credit card payment. CBI does not accept personal checks.

NOTE: THE MANAGER REGISTRATION REQUIRES THE ON-SITE MANAGER (NOT THE OPERATING OR DISTRICT MANAGER) TO BE REGISTERED.