



Administrative Services Department

LIQUOR LICENSE TRANSFER APPLICATION CHECKLIST

- Colorado Liquor Retail License Application form DR8404
- Individual History Record form DR8404-I
- Wholesaler Affidavit of Compliance form DR8004
- Temporary Liquor License Application (if applicable)
- Proof of property possession
- Copies of purchase agreement or stock transfer agreement (if applicable)
- Copies of notes or loans (if applicable)
- Site plan showing location of structures and parking facilities
- Premise diagram of licensed area
- Colorado Department of Revenue fees
- Boulder County Treasurer fees
- Fingerprints (submitted electronically)

LIMITED LIABILITY COMPANY DOCUMENTS (if applicable)

- Copy of Articles of Organization or Certificate of Authority (if foreign company)
- Copy of Operating Agreement
- Certificate of Good Standing

CORPORATE DOCUMENTS (if applicable)

- Certificate of Incorporation or Certificate of Good Standing if corporation is older than two years; Certificate of Authorization if a foreign company
- Articles of Incorporation
- Minutes of last organizational meeting (showing elections of current corporate officers, directors and stockholders)

PARTNERSHIP DOCUMENTS (if applicable)

- Partnership Agreement
- Husband and wife partnership (no written agreement)