



CORPORATE AND LLC REPORT OF CHANGES

Checklist

City Clerk's office 303-538-7230
 9500 Civic Center Drive
 Thornton, Colorado 80229-4326

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW**
- A duplicate set of documents will be required after initial review. Incomplete application documents will not be accepted. Allow six weeks for background investigation and processing.
- Provide documents in order of the Checklist – pages 1 and 2 - **Single-Sided - No Staples Please**
- All documents and copies need to be legible and either typed or printed in **BLACK** ink on **8-1/2 x 11 size paper** only.
- ALL documents must be properly executed and correspond with name of applicant exactly.

PLEASE COMPLETE AND SUBMIT THE FOLLOWING-- BOTH CITY & STATE INVESTIGATION:

	State Form DR-8177 – Report of Changes Corporation, Limited Liability Company and Partnership Form.
	State Form DR-8404-I - Individual History Record (each individual).
	Certificate of Good Standing issued from the Colorado Secretary of State within the past two years.
	Minutes of Meeting reflecting the changes made.
	If stock breakdown has changed, stock certificates (100%) or affidavit showing new stock breakdown (Corporations Only).
	If Financial Interest has changed, include Purchase Agreements or Stock Transfer Agreements; and/or for Limited Liability Companies attach a comparison showing the change in interest former/new members.
	Notes or Loans (assumed, banks, previous owner).
	List of officers/stockholders/directors of parent corporation (if applicable) (Corporations Only).
	Certificate of Authority (if foreign company).
	If there has been a change of Financial Interest in addition to a Change of Structure/LLC:
	Contact City of Thornton Sales Tax Division 303-538-7400 to submit City Sales Tax License Application.
	Contact City of Thornton Building Inspection Division 303-538-7250 to comply with their requirements.
	Provide copies of the current lease if changes have been made.

CITY INVESTIGATION:

	\$100.00 Administrative/processing fee to City of Thornton for each individual.
	\$38.50 Fingerprinting fee to City of Thornton for each individual.
	Fingerprints - Taken at Thornton Police Department 720-977-5140 (specify that it is for a liquor license).
	City Form 7 - Background Investigation Report (each individual).
	City Form 12 - Authorization and Consent to Release Information (each individual).

STATE MASTER FILE INVESTIGATION:

	State Master File letter and <u>one set of documents</u> .
	\$250.00 Administrative/processing fee to Colorado Department of Revenue for each individual.

CLUB LICENSEE – CITY INVESTIGATION ONLY:

	State Form DR-8177 - Report of Changes Corporation, Limited Liability Company and Partnership Form.
	State Form DR-8404-I - Individual History Record.
	Certificate of Good Standing issued within the past two years.
	Minutes of Corporate Meeting (showing what changes were made).



CORPORATE AND LLC REPORT OF CHANGES

City Clerk's office - Instructions

INSTRUCTIONS	
	<ul style="list-style-type: none"> ➤ ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW ➤ A duplicate set of documents will be required after initial review. Incomplete application documents will not be accepted. Allow six weeks for background investigation and processing. ➤ Provide documents in order of the Checklist – pages 1 and 2 - Single-Sided - No Staples Please ➤ All documents and copies need to be legible and either typed or printed in BLACK ink on <u>8-1/2 x 11 size paper</u> only. ➤ ALL documents must be properly executed and correspond with name of applicant exactly.
	Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to schedule an appointment for initial review.
	Submit a letter to explain the changes made within the corporation or limited liability company (helpful to list how corporation or LLC is currently structured and the changes that will take place).
	If there has been a change in financial interest as well as a change of structure, contact the Building Inspection Division at 303-538-7250 to comply with their requirement and the Sales Tax Division at 303-538-7400 to receive a Sales and Use Tax Application. Provide copies of the current lease to the City Clerk's office if any changes have been made.
	The Local Licensing Authority (LLA) generally meets on the third Wednesday of each month. The completed application packets must be returned to the City Clerk's office no later than six weeks prior to the meeting for additions to the corporation or LLC; and no later than four weeks prior to the meeting for restructuring of the entity. This time period is necessary for the City to complete its background investigation on new individuals of the corporation or LLC.
	When the LLA considers the application, the applicant(s) must be in attendance to answer any questions the Authority might have. The LLA may ask questions pertaining to the State and Local Liquor and/or Beer Codes to assure that you are familiar with the Rules and Regulations regarding the sale of alcoholic beverages. If certain criteria as listed in Section 42-124 of the Thornton City Code is met, the application may be administratively approved, unless otherwise advised by the City Clerk's office.
	A copy of Chapter 42, Article II of the Thornton City Code and the LLA Rules of Procedure are included for your information.
	A copy of the Thornton Police Department training video is available in the City Clerk's office upon request. In addition to the Thornton Police Department training video and classes, some vendors that have training programs include: Anheuser Busch (Training for Intervention Procedures by Servers – TIPS – www.buddenver.com), Phone: 303-289-3421; and Colorado Restaurant Association (ServSafe Alcohol), Phone: 303-830-2972. A complete list of trainers that comply with State standards is on the State's web site: http://www.revenue.state.co.us/liquor_dir_wrap.asp?incl=responsiblevendors/vendors

(authority/forms/packet forms/change structure/07.2008)