



# MANAGER'S REGISTRATION

## Checklist and Instructions

City Clerk's office 303-538-7230

9500 Civic Center Drive

Thornton, Colorado 80229-4326

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED** (Incomplete sets will be returned)
- Allow six weeks for processing.
- Provide documents in order of the Checklist - **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.

### LICENSEE DOCUMENTS (COMPLETE AND SIGN BEFORE SUBMITTING):

	State Form DR-8442 - Permit Application & Report of Changes (complete appropriate sections – licensee signature required).
	Affidavit (notarized statement) showing duties, limitations, & compensation of manager or Management Contract or Agreement (acceptable employer-employee contract).

### MANAGER DOCUMENTS (COMPLETE AND SIGN BEFORE SUBMITTING):

	State Form DR-8404-I - Individual History Record.
	City Form 7 - Background Investigation Report.
	City Form 12 - Authorization and Consent to Release Information.
	Fingerprints - taken at Thornton Police Department 720-977-5140 ( <u>specify that it is for a liquor license manager's registration</u> ).

### HOTEL AND RESTAURANT OR TAVERN APPLICATION FEES:

	<b>\$75.00</b> Colorado Department of Revenue (\$100.00 concurrent review fee if applicable).
	<b>\$113.50</b> City of Thornton (includes \$75.00 investigation and \$38.50 fingerprinting fee)

### BEER AND WINE, CLUB, ARTS AND RACETRACK APPLICATION FEES:

	<b>\$113.50</b> City of Thornton (includes \$75.00 investigation and \$38.50 fingerprinting fee)
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### INSTRUCTIONS:

**Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to schedule an appointment for initial review.**

Any subsequent change in managers must be reported within the time frame designated in C.R.S. 12-47-301(8) and C.R.S. 12-47-411(10).

The Local Licensing Authority generally meets on the third Wednesday of each month. The completed application packet must be returned to the City Clerk's office no later than six weeks prior to the meeting at which time the Authority will consider the application. This time period is necessary for the City to complete its background investigation on the manager.

The Manager is required to attend the meeting to answer any questions the Authority may have pertaining to State and Local Liquor Laws to assure that he/she is familiar with the rules and regulations regarding the sale of alcoholic beverages.

A copy of Chapter 42, Article II of the Thornton City Code is included for your information.

Please stop by the City Clerk's office to pick up a copy of a training video from the Thornton Police Department.

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](http://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](http://www.revenue.state.co.us/liquor_dir_wrap.asp?incl=responsiblevendors/vendors).