INSTRUCTIONS FOR CHANGE OF CORPORATE STRUCTURE

<u>APPLICATION FEE</u> - There is an application fee of <u>\$100.00 per person</u> payable to Jefferson County for a Change of Corporate Officers. If you are a non-profit club, chartered branch, lodge or chapter of a national organization the fee of <u>\$50.00 per person</u> is due and payable to Jefferson County. Please submit one original and two copies of these forms.

FINGERPRINTING must be done at the time you submit the REPORT OF CHANGES. All parties listed as applicants, directors and/or stockholders and any manager of a Hotel and Restaurant license employed as a separate and distinct manager, must complete the enclosed FINGERPRINT APPLICATION and take it to the Sheriff's Department for fingerprinting and photo. Other arrangements can be made for persons outside the metro area.

ENCLOSED ARE THE FOLLOWING FORMS:

- 1. Limited Liability Company and Corporate Report of Changes (DR8177)
- 2. Individual History Record (DR8404-I)
- Fund Source Information Sheet (Needs to be filled out only if you own 10% or more of stock)
- 4. Fingerprint Application
- 5. Authority for Release of Information

WE WILL ALSO NEED:

- Corporate Minutes reflecting election of the current officers, directors and stockholders certified by the Secretary of the Organization that there are no other stockholders of record.
- 2. Copies of stock certificates certified by the Secretary of the Organization that there are no other stockholders of record. (Copies of front and back)
- 3. Certificate of Good Standing from the Secretary of State's Office.

Submit these forms to Clerk to the Board's Office, Liquor Licensing or mail them to:

JEFFERSON COUNTY GOVERNMENT CENTER LIQUOR LICENSING 100 JEFFERSON COUNTY PARKWAY GOLDEN, CO 80419-2560

If a hearing is required, you will be notified