## INSTRUCTIONS FOR CHANGES IN LIMITED LIABILITY COMPANY

<u>APPLICATION FEE</u> - There is an application fee of <u>\$100.00 per member</u> payable to Jefferson County for a Change of Limited Liability Company.

**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)
- 3. Fund Source Information Sheet (Needs to be filled out only if you own 10% or more membership interest.)
- 4. Fingerprint Application
- 5. Authority for Release of Information

## **WE WILL ALSO NEED:**

1. Minutes reflecting acceptance of new members

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. Questions? Please call our office at 271-8166 or 271-8167.