

INSTRUCTIONS FOR CHANGES IN LIMITED LIABILITY COMPANY

APPLICATION FEE - There is an application fee of **\$100.00 per member** 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.