

INSTRUCTIONS FOR MANAGER REGISTRATION

APPLICATION FEE - There is an application fee of \$75.00 made payable to the Department of Revenue and \$75.00 made payable to Jefferson County. Both checks should be submitted at the time of application.

FINGERPRINTING must be done at the time you submit the MANAGER'S REGISTRATION. All Hotel and Restaurant and Tavern licensees employing a separate and distinct manager must complete the **FINGERPRINT APPLICATION** and bring 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. Report of Changes Form (**DR8442**)
2. Individual History Record (**DR8404-I**)
3. Fingerprint Application
4. Authority for Release of Information

A hearing before the Board of County Commissioners may be required and you will be notified of the hearing date.

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

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

If you have any questions, please call our office at 271-8166 or 271-8167.

FINGERPRINTING AND PHOTOGRAPHING

Applicants will be referred to the Jefferson County Sheriff's Office for fingerprinting and photographing only during specified times below:

\$38.50 Fee for Fingerprints

Monday through Friday from 8:00 a.m. to 4:30 p.m.

Check must be made out to Colorado Bureau Investigations via certified check, cashiers check, or money order
(**No Personal Checks**).