

**DOCUMENT CHECKLIST  
LIMITED LIABILITY COMPANY  
AND  
CORPORATE REPORT OF CHANGES**

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**APPLICATION** (All documents must be TYPED OR PRINTED IN BLACK INK)

- ☐ Limited Liability Company and Corporate Report of Changes (DR 8177).
  - Articles of Incorporation.
  - Certificate of Good Standing dated within the last two years.
  - Copies of minutes of meetings by the Corporation or LLC, including letters of resignation, appointments of any officers, directors, new members.

**BACKGROUND INFORMATION**

Background information must be submitted for all stockholders with a 10% (or greater) ownership interest, as well as all officers, directors, and managing members.

- ☐ Individual History Record (DR8404-I).
- ☐ Authorization and Consent.
- ☐ **Electronic Fingerprinting: You can use either site listed below:**
  - [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com), set up an account to schedule an appointment to get fingerprinted using **6192LLQH** as the CBI unique ID.
  - [www.uenroll.identogo.com](http://www.uenroll.identogo.com), enter code **25YQ6K** on the first screen, then click on schedule or manage appointment and follow the instructions. The unique CBI code for this business is **CONCJ6192**.

**OR**

- ☐ "Master File Letter" issued by the Colorado Liquor Enforcement Division.

**FEE SCHEDULE**

- ☐ Check or money order in the amount of \$100 per individual (requiring background investigation) payable to the "City of Fort Collins".

**These applications are approved administratively.**

CONTACT:

**AIMEE JENSEN** (970.221.6315) or **SARA GONZALES** (970.416.2774)  
[ajensen@fcgov.com](mailto:ajensen@fcgov.com) [sagonzales@fcgov.com](mailto:sagonzales@fcgov.com)

City Clerk's Office  
300 LaPorte Avenue  
P.O. Box 580  
Fort Collins CO 80522

**PLEASE CONTACT THE  
CITY CLERK'S OFFICE  
FOR AN APPOINTMENT**