

**DOCUMENT CHECKLIST
MANAGER REGISTRATION**

(Hotel-Restaurant, Lodging and Entertainment, and Tavern Liquor Licenses only)

All documents must be TYPED OR PRINTED IN BLACK INK.

APPLICATION

- ☐ Permit Application & Report of Changes (DR 8442).

BACKGROUND INFORMATION

- ☐ Individual History Record (DR8404-I)
- ☐ Authorization and Consent form.
- ☐ Fingerprints – See [Fingerprint instructions](#).

FEE SCHEDULE

- ☐ Check or money order for \$75.00 payable to the "City of Fort Collins".
- ☐ Check or money order for \$75.00 payable to the "Colorado Department of Revenue".

Your appointment before the Liquor Licensing Authority is scheduled for:

1:00 p.m., Municipal Court, 215 North Mason

CONTACT:

AIMEE JENSEN (970.221.6315) or **SARA GONZALES** (970.416.2774)
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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**