

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

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, set up an account to schedule an appointment to get fingerprinted using **6192LLQH** as the CBI unique ID.
 - 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)
ajensen@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**