



## DISTRICT ONE OFFICE

Alcohol and Tobacco Enforcement

144 N. Mason Suite 1, Fort Collins. CO 80524

PHONE 970-416-2940

## M E M O R A N D U M

**DATE:** March 17, 2021

**TO:** Liquor License Applicant

**FROM:** Fort Collins Police Services - Alcohol/Tobacco Enforcement

**RE:** **Disclosure of Criminal History in "Individual History Record"**

The following memorandum is in reference to the Individual History Record section of your application specifically Questions 9 – 12. Please read the memorandum carefully and in its entirety.

Fort Collins Police Services conducts background investigations on behalf of the Fort Collins City Clerk's Office and the City of Fort Collins Liquor Licensing Authority. These background investigations are conducted in conjunction with the submittal of your fingerprints to the Colorado Bureau of Investigation. You have agreed to undergo a background investigation of your criminal history by applying for a Liquor License within the Fort Collins city limits.

You will be subject to the inquiry of several law enforcement agencies, law enforcement databases, national and local criminal history reports, in addition to other pertinent records. As a result of the background investigation, Fort Collins Police Services will complete a memorandum to the Liquor Licensing Authority regarding their findings. The purpose of the background investigation and the memorandum is solely to determine if you are of good moral character, record and reputation to obtain a Liquor License, or be listed on a Liquor License, in the City of Fort Collins as defined in Colorado Liquor Rules, Regulation 47-310(E).

Even though Question 10 states to disclose convictions, suspended sentences, deferred sentences, or pending charges, Fort Collins Police Services asks you to include additional information to aide in the background investigation process. To expedite the application process and minimize unnecessary delays, Fort Collins Police Services requests that applicants disclose the following information:

- Arrests (regardless of court disposition)
- Municipal, County, Misdemeanor, or Felony level offenses where you received a ticket, citation or were arrested
- Receiving a ticket for any of the following Traffic Offenses:
  - Reckless Driving
  - DUI or DWAI or any of the preceding involving drugs
  - DUI Per Se
  - Vehicular Assault
  - Vehicular Homicide
  - Vehicular Eluding
  - Driving Under Suspension/Revocation/Cancelled/Denied
  - Ever being considered a "Habitual Traffic Offender"
  - Failed to Remain at the Scene of an Accident (Hit-and-Run)

The background investigation Fort Collins Police Services conducts will yield all of the above listed information, regardless of the court disposition. You are encouraged to divulge the above information *regardless of whether or not the court sealed, dismissed, or amended the original charge*. If the original charge was amended, please indicate what the original and final charges were on your Individual History Record. Although an application cannot be denied solely upon findings of a sealed court record, Fort Collins Police can discover and present sealed court records to the Liquor Licensing Authority for its consideration pursuant to Colorado Revised Statute 24-72-703(4). . It is strongly suggested you include sealed court documents in the Individual History Record portion of the application, because Fort Collins Police can generally not determine the outcome of a court disposition, or whether a record has been sealed from completion of the background investigation alone. **By withholding information from your application, you will cause unnecessary delays in the processing of your application.**

Fort Collins Police Services and the Liquor Licensing Authority look favorably upon an applicant being as forthright as possible and disclosing as much pertinent information as possible in the Individual History Record. Please consider this as you complete your application.

All background information, the information you submitted in your Individual History Record, and the fingerprint cards being submitted to the Colorado Bureau of Investigation will be cross referenced against one another for consistency.

If you have questions about what to include in an Individual History Record or questions about the background investigation, please contact Aimee Jensen with the City of Fort Collins Clerk's Office at [ajensen@fcgov.com](mailto:ajensen@fcgov.com) or the Alcohol/Tobacco Enforcement Officer at [alcoholenforcement@fcgov.com](mailto:alcoholenforcement@fcgov.com)

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