



## LICENSING NEWS

### NEBRASKA LIQUOR CONTROL COMMISSION

Issue 17  
January 2017

#### SDL APPLICATIONS & LOCAL RECOMMENDATIONS:

Effective in the next few weeks all SDL Applications will be required to be completed through our on-line portal. Forms and instructions can be found under the SDL tab located on our homepage. Form #108 will no longer be used. The SDL license fee (for non-caterers/non-profits) will be paid through this portal. Local fees will still be collected at your office (if applicable).

Applicants will need to complete the top section of the recommendation form before submittal to your office. We recommend that you email the signed recommendation form back to the applicant after it has been approved by your office. It has always been the applicants responsibility to complete the application and make sure that it is received in our office by the due date on the SDL calendar. Applicants are not able to complete the application on the portal until they have the local approval. If this applicant is a non-profit or they would be requesting an outdoor area, these forms should also come to you with the recommendation form. There is only one place to upload documents on the portal at this time. Therefore, they would need to have all documents in one file ready to upload to their applications. This will include diagrams and Non-Profit Forms.

You will notice a slight difference in the printing of the new licenses from the portal. Licenses will still be mailed to the Clerk.

There are still issues that will need to be worked through with this new system, and we appreciate your patience and assistance. The main issues we are having is that applicants need to make sure they are clicking the "continue button" when they get to the payment receipt page. The order will not process if this button is not selected. The applicant should receive a message "Success" when the order has completed. The other issue is that any login to the portal creates a draft and shows up on our side as incomplete, This creates extra work making sure this was not an order that was not processed correctly.

If you have any questions on the new process, please contact:

Michelle Porter 402/471-2821

Amanda Hatten 402/471-2896



#### Upcoming Holidays

Please note: Our offices will be closed on:

January 16, 2017  
February 20, 2017

#### Business Closed

Please notify our office immediately if you are aware of any licensee that has closed their business.

#### New Clerks

Please notify our office when there would be a new Clerk . We will need a new contact email address. Please email Tracy with this new information:  
[tracy.burmeister@nebraska.gov](mailto:tracy.burmeister@nebraska.gov)

