

❖ Application Guidelines

❖ Required Documents (Additional Documents May Be Required)

- Business Plan
- Lease/Deed/Purchase Agreement for the Property/Real Estate
- Premises Diagram
- Privacy Act Statements
- If you are purchasing an existing liquor business: Application for Temporary Operating Permit, Business Purchase Agreement, and Alcohol Inventory (if applicable)

❖ Corporation & Limited Liability Company (LLC)

- All officers, directors, members, and spouses
 - Must be listed on application
 - Managing member/CEO and all stockholders and members holder over 25% stock/interest
 - Must complete Individual History Request with social security number and birthdate
- President/CEO/Managing Member
 - Must file fingerprint cards
 - Must complete Individual History Request with social security number and birthdate
- Stockholder(s), member(s) over 25% interest
 - Must file fingerprint cards
 - Must complete Individual History Request with social security number and birthdate
 - ❖ Spouse is exempt if they file Affidavit of Non-Participation (may not work or have any involvement with the day-to-day operation of the business). Need not file any of the above information.

❖ Controlling Corporation

- Control Corporation or LLC
 - An entity that owns 100% of the applying corporation or LLC
 - Must file Corporation/LLC Structure Form
 - Must be fully registered and active with the Nebraska Secretary of State Office

❖ Individual

- Applicant and Spouse
 - Must be a resident of Nebraska and legally able to work in Nebraska
 - Must file fingerprint cards
 - Must submit signed Privacy Act Statements
 - Must submit proof of voter registration in Nebraska
 - Must complete Individual History Request with social security number, birthdate, and U.S. birth certificate, U.S. passport, naturalization paper or permanent residency card
 - ❖ Spouse is exempt if they file Affidavit of Non-Participation (may not work or have any involvement with the day-to-day operation of the business). Need not file any of the above information.

❖ Partnership

- All partners and Spouses
 - Must be a resident of Nebraska and legally able to work in Nebraska
 - Must file fingerprint cards
 - Must submit signed Privacy Act Statements
 - Must submit proof of voter registration in Nebraska
 - Must complete Individual History Request with social security number, birthdate, and U.S. birth certificate, U.S. passport, naturalization paper or permanent residency card

❖ Premises Manager

- Applicant and Spouse
 - Must be a resident of Nebraska and legally able to work in Nebraska
 - Must file fingerprint cards
 - Must submit signed Privacy Act Statements
 - Must submit proof of voter registration in Nebraska
 - Must complete Individual History Request with social security number, birthdate, and U.S. birth certificate, U.S. passport, naturalization paper or permanent residency card
 - ❖ Spouse is exempt if they file Affidavit of Non-Participation (may not work or have any involvement with the day-to-day operation of the business). Need not file any of the above information.

❖ Non-Profit Organizations

- Officers and spouses
 - Must list top four officers of organizations (president, vice president, secretary, treasurer)
 - Need not file fingerprint cards

❖ Limited Partnership held by Corporation or Limited Liability Company (LCC)

- Corporation or (LLC)
 - Must file Corporation/LLC Structure Form and/or organizational chart
 - Only manager needs to file fingerprints, social security number, date of birth
 - ❖ Spouse is exempt if they filed Affidavit of Non-Participation (may not work or have any involvement with the day-to-day operation of the business). Need not file any of the above information.

❖ Publicly Traded Corporations

- Need to only list top four (4) officers President or Chief Executive Officer (CEO); Vice President; Secretary and Treasurer
- Need to list only stockholders over 25%, may attach organizational chart

New Application Requirement Guide

	Listed on application	Prints	Birth Certificate, passport, naturalization papers, or permanent residency card	NE Voter	SS #	DOB	Training
Corporation/LLC (also requires Premises Manager)							
President/CEO	Y	Y	N	N	Y	Y	Y
Managing Member	Y	Y	N	N	Y	Y	Y
Over 25% interest	Y	Y	N	N	Y	Y	Y
25% or less interest	Y	N	N	N	N	N	N
Participating Spouse	Y	Y	N	N	Y	Y	Y

Individual or Partnership							
Applicant	Y	Y	Y	Y	Y	Y	Y
One Partner	Y	Y	Y	Y	Y	Y	Y
Participating Spouse	Y	Y	Y	Y	Y	Y	Y

Non-Profit Organizations (also requires Premises Manager)							
President	Y	N	N	N	N	N	N
Three additional top officers	Y	N	N	N	N	N	N

Premises Manager							
Manager	Y	Y	Y	Y	Y	Y	Y
Participating Spouse	Y	Y	Y	Y	Y	Y	Y

Limited Partnership held by two companies - only the manager needs to be fingerprinted

Controlling Corporation must file Corporation/LLC Structure Form