

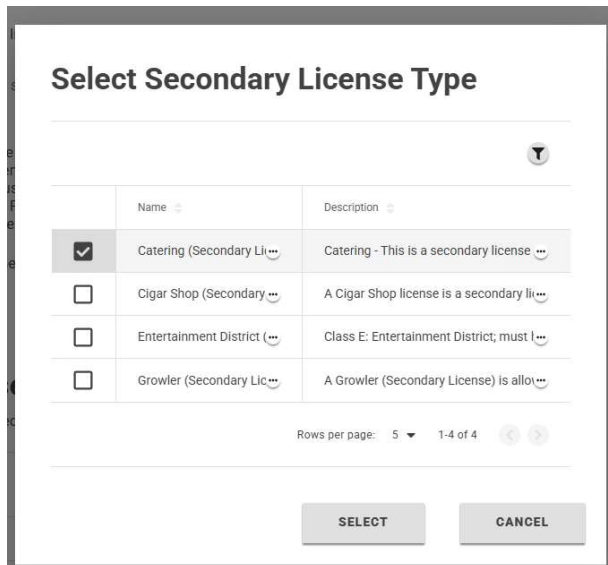
Customer Portal – How to Apply for a New License

1. After creating your account, you will need to be on the licensing page. From there select the “Apply for License” button.

Select an Action

 APPLY FOR LICENSE

2. You will need to click on the class type you would like to apply for.
3. After clicking on the class, you should see a page titled “Getting Started”.
4. If you are purchasing an existing business with a liquor license, you can request a temporary operating permit on this page.
 - a. You will need to know the existing license number.
 - b. Type in the license number and hit the enter on your keyboard or click the magnifying glass to search for the license.
 - c. Check the box next to the license and click select to add it to the application.
5. If there are any secondary licenses you would like to add to the primary license, you will do that on this page by clicking the “+” button underneath Secondary Licenses.
 - a. A list of secondary licenses that are available for the license you are applying for will show up.
 - i. ***Entertainment districts can only be applied for in a locally approved area. Not every premises will qualify. ***
 - b. Click the check box next to the secondary license(s) you would like and hit select.



	Name	Description
☒	Catering (Secondary License)	Catering - This is a secondary license
☐	Cigar Shop (Secondary License)	A Cigar Shop license is a secondary li
☐	Entertainment District	Class E: Entertainment District; must l
☐	Growler (Secondary License)	A Growler (Secondary License) is alloi

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SELECT **CANCEL**

6. If you are an attorney or equivalent filling out the application for the licensee, you can mark “Yes” in the License Managed by Agent section.
 - a. If you are a member of the applying entity, you are not an agent for the license, so you will select “No”.
7. Click Next.

8. The Licensee page will load. Select the option for your licensee that will hold this license.
 - a. Please be sure to select Corporation in the drop down if you are applying with an LLC or Corporation.
 - b. When filling the information out, please be sure it is accurate to avoid delays.
 - i. ***If your application is submitted incorrectly, it will be rejected, and you will be required to reapply. ***
 - ii. ***The application fee will not be refunded if your application is rejected for incorrect information. ***
9. In the legal name section, this will be the name of the entity holding the license.
 - a. If you are applying as a corporation or LLC, this needs to have the **full name** that is registered with the Nebraska Secretary of State.
10. The Doing Business As is the equivalent to the **Premises name** that will be on your signs on the building.
11. The corporation number is the account number that is assigned to your corporation or LLC with the Nebraska Secretary of State. If you do not know this number, you can leave it blank.

Licensee

Make sure if you have a LLC or Corporation you are applying as a Corporation; and not an individual; or your application will be rejected and you will need to reapply.

Licensee Type *
Corporation

A corporation includes LLC, Non Profit, S Corp, C Corp

Details

Legal Name *
Test Bar LLC

Legal name of the entity

Doing Business As
Test Bar

Alternate name by which the legal entity represents itself in its business

Corporation Number
CAN LEAVE BLANK

State ID
NOT REQUIRED

State ID number of the individual

Federal Id
NOT REQUIRED

Federal ID number of the individual

Incorporation Date



12. Fill out the legal entity correspondence and mailing address and contact information.
- a. Please be sure to include an email address, as this is the main point of communication from the Commission.

Addresses

Please enter the address where you want to receive mail from the Liquor Control Commission.

Correspondence Address *
301 Centennial Mall S, Lincoln, NE

Mailing Address
301 Centennial Mall S, Lincoln, NE

☒ Same as mailing address

Physical Address

Same as mailing address

Contact Information for Applicant / Licensee

☐ Use my information

Contact Name *
Victoria Trevino

Name of person to whom communication should be addressed

Contact Phone
(402) 471-4893

Phone number of the contact person

Alternate Phone

Alternate phone number of the contact person

Fax

Fax number of the contact person

Email *
victoria.trevino@nebraska.gov

Email address of the contact person

Preferred Contact Method *

☒ Email ☐ Mail ☐ Phone

How the contact person should receive written communication

13. To fill out the corporate structure, you will need to hit the “+” button under the section.
- Shareholders/members can be **individuals** or corporations.
 - At least one **individual** in the corporate structure must hold the position/title of “President”.
 - This **individual** and their spouse must provide fingerprints and sign the Privacy Act Statement.
 - Individuals** should be listed in the corporate structure as an “**Individual**” in the party type drop down.
 - All **individuals** owning more than 25% and their spouses must provide fingerprints and sign the Privacy Act Statement.
 - The % Interest needs to equal 100%; if you are a non-profit applying, you do not have to equal 100%.

Corporate Structure

List all officers, stockholders, members and all persons receiving profits from the business.

+							Y
☐	Type ▾	Name ▾		Position / Title ▾	Parent Company ▾	% Interest ▾	
☐	Individual	Josie Smith	New	Vice President	Edit...	55	
☐	Individual	Steven Smith		President	Edit...	45	

Party

Type *

Individual ▾

Name *

Steven Smith

Email *

victoria.trevino@nebraska.gov

Position / Title

President

Parent Company

% Interest

45

Collect Individual History *

☒ Required ☐ Exempt

OK

CANCEL

14. Click Next.
15. Begin filling out the premises information on the next page that loads.
 - a. ***This is your business's information, NOT your landlord or property manager. ***
16. Your **premises name** will be the name that will be on your signs on the building.
17. The operator will be the name of the entity applying for the license.

Premises

Please complete all required fields.

Premises Type *	Bar/Lounge (on prem)
Premises Name *	Test Bar
The name by which the premise represents itself in its business	
Operator	Test Bar LLC
Name of the person operating the premises	
City *	Lincoln-Lancaster
The city that the premises is in.	
Corporate Limit Designation *	Inside
Whether the premises is Inside or Outside Corporate Limits.	

18. The City drop down is the city/county combination that your premises will be in. Please be sure to select the correct designation.
19. The Corporate Limit Designation drop down in whether your premises is inside or outside city limits. Please be sure to select the correct option for your premises. Incorrect selections could delay your application.
20. To add the premises address, you either use the search bar in the map or you can type the address manually by checking the box "Enter Address Manually".
21. Designate whether you lease or own the property where the license will be held.
 - a. If you are leasing the property, the tenant/lessee must be in the name of the applying entity.
 - b. If you own or are purchasing the property, the buyer or owner or buyer of the property must be in the name of the applying entity.
22. Fill out the contact information for the premises.
 - a. Be sure to include an email address, as this will be the main point of communication from the Commission.
23. The Manager Information section is to name who your premises manager will be.
 - a. ***This is for your business, NOT your landlord or property manager.**
24. The Questions page will be next. You must answer each question in its entirety. Some questions have multiple questions within it, so please be sure all are answered.
 - a. ***If all questions are not fully and properly answered, this can delay your application. ***
25. Once all questions have been answered, click Next.

26. The Documents page is next. All **required** documents will have a checkmark next to them in the **Required** column.
- If you are working on a phone, it will say “Yes” under Required for each document that is required.
 - The following documents will always be required with a new application.
 - *Additional documents may be required. ***
 - Business Plan
 - This should include the main function of the business, how you intend to use the alcohol, hours of operation, seating capacity, percentage of alcohol sales to food, etc.
 - Privacy Act Statements
 - Anyone being fingerprinted will need to sign one for submission.
 - Lease/Deed/Purchase Agreement for the property
 - The tenant/owner/buyer listed must be in the name of the applying entity.
 - Premises diagram
 - This is to be a simple sketch of the area to be licensed. We will not accept blueprints.
 - If you are purchasing the business of an existing liquor license, submit the Application for Temporary Operating Permit, Business Purchase Agreement, and Alcohol Inventory (if you are purchasing any inventory).
27. To upload documents, you can click the “+” button or drag and drop the files.
- *Please be sure you are importing the correct documents and labeling them correctly. ***

Upload

Drag & drop Files to upload

☐	Type *	File Name	Description
		New	
☐	Lease / Deed / Purchase Agreement ▼	Lease.pdf	Edit...
☐	Premises Description & Diagram ▼	Diagram.pdf	Edit...
☐	Business Plan ▼	Business Plan.pdf	Edit...
☐	Privacy Act Statement ▼	Privacy Act Statement.pdf	Edit...

28. Once all required documents are uploaded, you may proceed forward to the Application Summary page. The application fees will be listed out.
29. You will have to read the Declaration and check the page to agree, and then click “Pay and Submit” to pay the fees and submit the application to the Commission.
- *If your application is rejected due to incorrect information, it will be rejected, and you will be required to reapply. ***
 - *The application fee will not be refunded if your application is rejected due to incorrect information. ***