# New Applicant 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 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 originations (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	Υ	N	N	Υ	Υ	Υ
Managing Member	Υ	Υ	N	N	Υ	Υ	Υ
Over 25% interest	Υ	Υ	N	N	Υ	Υ	Υ
25% or less interest	Υ	N	N	N	N	N	N
Participating Spouse	Υ	Υ	N	N	Υ	Υ	Υ
Individual or Partnership							
Applicant	Υ	Υ	Υ	Υ	Υ	Υ	Υ
One Partner	Y	Υ	Υ	Υ	Υ	Υ	Υ
Participating Spouse	Y	Υ	Y	Y	Υ	Υ	Υ
Non-Profit Organizations (also requires Premises Manager)							
President	Υ	N	N	N	N	N	N
Three additional top officers	Y	N	N	N	N	N	N
Premises Manager							
Manager	Y	Υ	Υ	Υ	Υ	Υ	Υ
Participating Spouse	Υ	Υ	Y	Υ	Υ	Υ	Υ

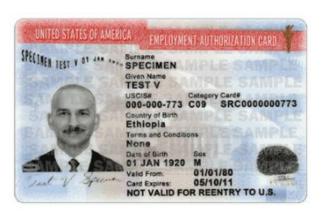
Limited Partnership held by two companies - only the manager needs to be fingerprinted

Controlling Corporation must file Corporation/LLC Structure Form

### Examples of Acceptable Identification other than US Birth Certificate:









#### PERMANENT RESIDENT( AKA GREEN CARD)

If you are inside the U.S. for an allowed reason, then you can ask to live here permanently. Here are some examples:

**Relatives of U.S. citizens** – Children, spouses, parents, and siblings of U.S.

Relatives of Green Card holders - Spouses and unmarried children

Workers – If you are in the U.S. with a temporary work visa and have been offered a permanent job

Cuban citizens - A Cuban who received permission to enter the U.S. after January 1, 1959 has since been inside the U.S. for at least one year

Refugees and Asylees - Refugees and Asylees must prove that you are still an asylee, refugee, or refugee's spouse or child and that you've been inside the U.S. for 1 year since were allowed to enter for that reason.

### EMPLOYMENT AUTHORIZATION CARD

### Who's eligible for an EAD?

Certain foreign residents living in the U.S. and who are looking for employment.

#### Qualifying visa categories:

- E-1/E-2 spouses (trade/business/investor)
- F-1 (Student)
- J-2 (Exchange Visitor Spouse / Children)
- K-1, K-2 or K-3 (Fiancé, Fiancé Child or Non-Immigrant)
- L-1 (Work) spouses
- M-1 (Vo-Tech Student)

### Or persons in one of these statuses

- DACA recipients
- Asylee and Refugee
- Temporary Protected Status (TPS) recipient
- · Applicant waiting for Adjustment of Status