

## ❖ 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
<b>Corporation/LLC</b> (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

<b>Individual or Partnership</b>							
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

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

<b>Premises Manager</b>							
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

## 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. citizens

**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) | • K-1, K-2 or K-3 (Fiancé, Fiancé Child or Non-Immigrant) |
| • F-1 (Student)                             | • L-1 (Work) spouses                                      |
| • J-2 (Exchange Visitor Spouse / Children)  | • 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