

❖ 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, 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
 - ❖ Please see page 6 of this document for examples of acceptable identification.
 - ❖ 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
 - ❖ Please see page 6 of this document for examples of acceptable identification.

❖ 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
 - ❖ Please see page 6 of this document for examples of acceptable identification.

- ❖ 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	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

Potential applicants should become familiar with the Nebraska Liquor Control Act and The Nebraska Liquor Control Commission's Rules and Regulations prior to considering submitting an application for a liquor license:

- [Nebraska Liquor Control Act](#)
- [Rules and Regulations](#)

You may consult an attorney familiar with the alcohol industry in Nebraska at your own expense, if you need assistance understanding the requirements, rules, regulations and statutes (laws).

The applicants should pay special attention to the following Statutes, Rules and Regulations:

- [§53-125 Classes of persons to whom no license issued](#)
- [§53-126 License to corporations, conditions](#)
- [Rules and Regulations Chapters 1, 2, 3 and 6](#)
 - Especially Chapter 1 section 005; Chapter 2 sections 008, 009; Chapter 3 sections 002; Chapter 6 sections 017, 019

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:

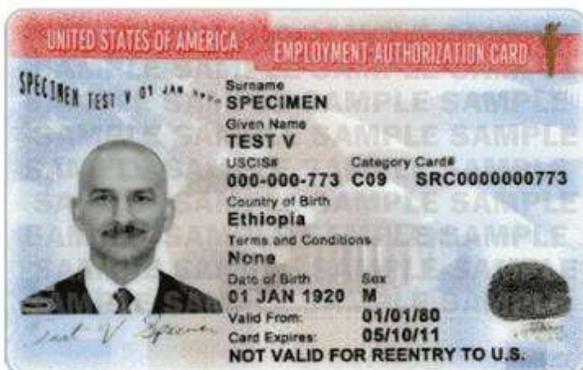
Relatives of U.S. citizens – Children, spouses, parents, and siblings of U.S. citizens

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:

<ul style="list-style-type: none"> E-1/E-2 spouses (trade/business/invest or) F-1 (Student) J-2 (Exchange Visitor Spouse / Children) 	<ul style="list-style-type: none"> K-1, K-2 or K-3 (Fiancé, Fiancé Child or Non-Immigrant) L-1 (Work) spouses M-1 (Vo-Tech Student)
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Or persons in one of these statuses

<ul style="list-style-type: none"> DACA recipients 	<ul style="list-style-type: none"> Asylee and Refugee
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- Temporary Protected Status (TPS) recipient
- Applicant waiting for Adjustment of Status