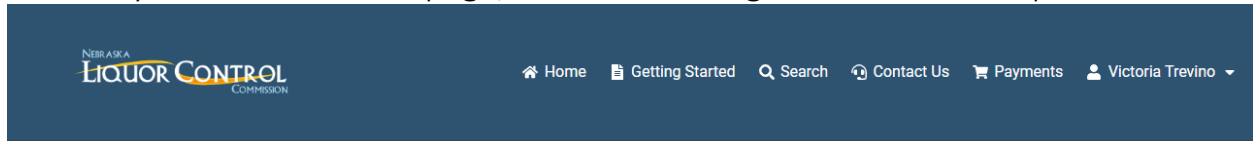


Non-Profit Registration Instructions

Your Non-Profit license needs to be issued before you can apply for a Special Designated License.

1. After creating your account, select the Licensing button.
 - a. If you do not see this page, click on "Getting Started" at the top.

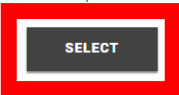


Getting Started



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.



Brand Registration

In Brand Registration, you can apply for new registrations, and for existing brands add new distributors, upload labels, submit corrections or additional information, initiate renewals, and search for and view your brands.

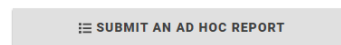
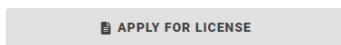


2. Under "Select an Action", click on "Apply for License". You will be taken to a page titled "Apply for a License".

L Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

Select an Action



3. Scroll down to the “Non-Profits Only” section.

Wholesale License Types

Wholesale Distributors located within Nebraska which distribute to Retail licensees

CLASS W WHOLESALE BEER CLASS X WHOLESALE LIQUOR

Non Profits Only

If you are a Non Profit Organization and would like to apply for Special Events.

NON PROFIT REGISTRATION SPECIAL DESIGNATED LICENSE - NON PROFIT

Special Designated Licenses

One-Time Event Licenses

SPECIAL DESIGNATED LICENSE SPECIAL DESIGNATED LICENSE FOR K LICENSE HOLDERS SPECIAL DESIGNATED LICENSE: FARMERS' MARKET

Shipper License Types

4. Click on the “Non-Profit Registration” button.

Non Profits Only

to apply for Special Events.

NON PROFIT REGISTRATION SPECIAL DESIGNATED LICENSE - NON PROFIT

5. The New Application window loads. When first registering, select “New” under “Use Existing Licensee”.

Use Existing Licensee *

Existing New

6. If you are the acting “agent” or acting on behalf of the Non Profit organization, such as an attorney or city clerk (not as a member of the Non Profit) you will need to provide your information later on the Agent screen.
7. Select the Green Save button. Then, select Next.

Getting Started

Please provide information about the license you are applying for.

This affirms the Registration of a Non Profit Corporation with the Nebraska Liquor Control Commission. It is valid for 3 years. Non Profit Corporations can apply for Special Event Licenses.

Use Existing Licensee *

Existing New

Use existing licensee information from a previous application or enter new information?

License Managed by Agent *

Yes No

Will an agent be managing this license on behalf of the licensee?

← PREV



NEXT →


8. All Non Profit Organizations will select “Corporation” on the “Licensee Type” drop down.

Licensee

Please list the person or entity applying for this license.

Licensee Type *

- (No selection)
- Corporation**
- Individual
- Partnership



9. Enter the Details of the Non Profit Organization

10. Corporate Structure – To enter the officers of the organization such as President, Vice President, Secretary and Treasurer click on the Plus Sign to access the “Party” Screen.

Corporate Structure

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

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Individual	Brenda Hilland	President	Edit...	0	
<input type="checkbox"/>	Individual	Hannah Yates	Vice President	Edit...	0	
<input type="checkbox"/>	Individual	Shelly Bales	Secretary	Edit...	0	
<input type="checkbox"/>	Individual	Victoria Trevino	Treasurer	Edit...	0	

Rows per page: 10 1-4 of 4

Party

Type *	Individual
Name *	Brenda Hiland
Email *	brenda.hiland@nebraska.gov
Position / Title	President
Parent Company	
% Interest	0
Collect Individual History *	<input type="radio"/> Required <input checked="" type="radio"/> Exempt
Reason *	Non Profit Organization

11. A person with the title of President is required.

12. Collect Individual History – Select Exempt
a. Reason code = Non Profit Organization

13. Select the Green Save button, then click Next.

14. If you selected Yes to “License managed by Agent” you will complete the details for the Agent of the license. This can be an attorney or other person completing the application on behalf of the applicant.
a. For the SSN enter “999999999”

15. Select the Green Save button, then click Next.

16. On the Premises page, fill out your organization's information.
- a. Premises Type – Select “Non Profit” from the drop down menu
 - b. Premises Name – The name of your business
 - c. City – The location of your business
 - d. Enter the address in the top right-hand corner of the map
 - e. Enter Mailing address if different or click “Same as physical address”
 - f. Lease or Own – Select “own”.
 - g. Enter Contact Information

17. Select the Green Save button, then click Next.

18. On the questions screen, answer the questions asked.

19. Select the Green Save button, then click Next.

20. Documents Page. You are required to upload the SDL Non-Profit Affidavit. This form is available to be downloaded under the Sample Forms Column. It is also on our website. Once the form has been uploaded, you will need to designate the file type.

Upload

The screenshot shows a file upload interface. At the top, there is a dashed box with the text "Drag & drop Files to upload". Below this is a table with the following structure:

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>		Document.pdf	Edit...

A dropdown menu is open under the first row, showing "(No selection)" and "SDL Non Profit Affidavit". Below the table are three buttons: a grey "← PREV" button, a green "Save" button with a floppy disk icon, and a red "Delete" button with a trash can icon. To the right of these buttons is a grey "NEXT →" button.

21. Click the Green Save button, then click Next.

22. The Application Summary page will load. Select the check box under the declaration, and then click Submit.

23. You will receive an Application Confirmation email.

24. The Application will show on your Licenses Dashboard with the status of “In Review”

Applications					
Type	File Number	License Type	Premises	Status	Activity Date
New Application	14523	Non Profit Registr...	Good Dogs	In Review	Apr 10, 2024

25. You will receive an email notification with your “license”. This is the license number you will use to apply for all of your Special Designated Licenses.
- a. This process can take 1-2 business days. You can watch the status of the application in your Dashboard.
 - b. You will receive an email with your “license” attached.