

APPLICANT GUIDELINES

❖ CORPORATION (FORM 101) AND LIMITED LIABILITY COMPANY AKA LLC (FORM 102)

- ALL Corporate Officers, Directors and Stockholders or LLC Members and ALL Spouse(s)*:
 - **MUST be listed on the Application!**
- Corporate President/CEO and Spouse or LLC Managing Member and Spouse:
 - **Must** – submit *Fingerprints*;
 - **Must** – submit *Social Security Numbers*;
 - **Must** – submit *Dates of Birth*;
 - **Must** – *sign* the Application.
- All Corporate Officers, Directors and Stockholders or LLC Members holding over 25% interest in the Company and their Spouse(s):
 - **Must** – submit *Fingerprints*;
 - **Must** – submit *Social Security Numbers*;
 - **Must** – submit *Dates of Birth*;
 - **Must** – *sign* the Application.
- ✚ Spouses may submit Form 116 “Affidavit of Non-Participation” in lieu of Fingerprints. *Spouses may not work on or around the Business premises. Spouses may not be employed by nor have any involvement with the operation of the Business. Spouses may not be an Officer, Stockholder, Member or employee of the Corporation or LLC. Spouses can have absolutely no involvement with the Business or Company. Violation of the Affidavit of Non-Participation will result in the cancelation of the license. Non-Participating Spouses must be listed on the application but need not provide social security number or date of birth.*

❖ *PUBLICLY TRADED CORPORATIONS

- Must list **top four (4) Officers**: *President/CEO – Vice President – Secretary – Treasurer (or equivalent position titles)*;
- Need only list Directors, other Officers or Stockholders holding over 25% interest in the Company;
- Must follow above requirements for Officers, Directors and Stockholders;
- Must attach an Organizational Chart.

❖ CONTROLLING CORPORATION OR LLC (FORM 185)

- Must file Form 185 in addition to appropriate Corporation (Form 101) or LLC (Form 102) Insert for Applicant;
- Must be registered with the Nebraska Secretary of State Office;
- Must send copy of Articles of Incorporation;
- No Fingerprints, signatures, dates of birth or social security numbers required;
- Must attach an Organizational Chart.

❖ LIMITED PARTNERSHIP (FORM 119) HELD BY MULTIPLE ENTITIES

- Must file Form 119
- Must file additional Inserts for *each* LP Member:
 - Form 101 – Corporation Insert
 - Form 102 – Limited Liability Company Insert
 - Form 105 – Partnership Insert
 - Form 104 – Individual Insert
- All Officers, Members or Individual(s) from the **controlling entity** must sign the Application;
- Only Manager and Spouse must file Fingerprints, Social Security Numbers and Dates of Birth.
- ✚ Spouses may submit Form 116 “Affidavit of Non-Participation” in lieu of Fingerprints. Spouses may not work on or around the Business premises. Spouses may not be employed by nor have any involvement with the operation of the Business. Spouses may not be an Officer, Stockholder, Member or employee of the Corporation or LLC. Spouses can have absolutely no involvement with the Business or Company. Violation of the Affidavit of Non-Participation will result in the cancelation of the license. Non-Participating Spouses must be listed on the application but need not provide social security number or date of birth.

❖ Non-Profit Organizations (Form 101)

- Officers and Spouse(s)
 - Must list top four (4) Officers: *President/CEO – Vice President – Secretary – Treasurer (or equivalent position titles)*;
 - Must be signed by President (*or equivalent position title*) **only**;
 - Need not file Fingerprint cards or provide Social Security Numbers, Dates of Birth or personal addresses;
 - Spouse need not be listed or sign Application.
- Must file Manager Application (Form 103)
 - All requirements below apply

❖ MANAGER

- Applicant and Spouse:
 - Must be a resident of Nebraska and legally able to work in Nebraska;
 - Must file copy of Nebraska Voter Registration;
 - Must file a copy of Nebraska Driver’s License;
 - Must file a copy of U.S. Birth Certificate, U.S. Passport, Naturalization Papers, Permanent Residency (Green) Card OR Employment Authorization Card
 - Must file Fingerprint cards
 - Must submit Social Security Number
 - Must submit Date of Birth
 - Must sign Application
- ✚ Spouses may submit Form 116 “Affidavit of Non-Participation” in lieu of Fingerprints. Spouses may not work on or around the Business premises. Spouses may not be employed by nor have any involvement with the operation of the Business. Spouses may not be an Officer, Stockholder, Member or employee of the Corporation or LLC. Spouses can have absolutely no involvement with the Business or Company. Violation of the Affidavit of Non-Participation will result in the cancelation of the license. Non-Participating Spouses must be listed on the application but need not provide social security number or date of birth.

❖ PARTNERSHIP

- All partners and Spouses
 - Must file a copy of U.S. Birth Certificate, U.S. Passport, Naturalization Papers, Permanent Residency (Green) Card or Employment Authorization Card
 - Must file Fingerprint cards
 - Must submit Social Security Numbers
 - Must submit Dates of Birth
 - Must sign Application
- One Partner and Spouse
 - Must be resident(s) of Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file a copy of Nebraska Driver's License
- ✚ Spouses may submit Form 116 "Affidavit of Non-Participation" in lieu of Fingerprints. Spouses may not work on or around the Business premises. Spouses may not be employed by nor have any involvement with the operation of the Business. Spouses may not be an Officer, Stockholder, Member or employee of the Corporation or LLC. Spouses can have absolutely no involvement with the Business or Company. Violation of the Affidavit of Non-Participation will result in the cancelation of the license. Non-Participating Spouses must be listed on the application but need not provide social security number or date of birth.

❖ INDIVIDUAL

- Applicant and Spouse
 - Must be residents of Nebraska and legally able to work in Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file U.S. Birth Certificate, U.S. Passport, Naturalization Papers, Permanent Residency (Green) Card or Employment Authorization Card
 - Must file Fingerprint cards
 - Must submit Social Security Number
 - Must submit Date of Birth
 - Must sign Application
- ✚ Spouses may submit Form 116 "Affidavit of Non-Participation" in lieu of Fingerprints. Spouses may not work on or around the Business premises. Spouses may not be employed by nor have any involvement with the operation of the Business. Spouses may not be an Officer, Stockholder, Member or employee of the Corporation or LLC. Spouses can have absolutely no involvement with the Business or Company. Violation of the Affidavit of Non-Participation will result in the cancelation of the license. Non-Participating Spouses must be listed on the application but need not provide social security number or date of birth

Applicant Requirements Guide

CLUB (BOTTLE CLUB LICENSE ONLY) REQUIRES MANAGER APPLICATION (FORM 103)	LIST ON APPLICATION	SIGN APPLICATION	FINGERPRINTS	NEBRASKA RESIDENT	BIRTH CERTIFICATE, PASSPORT, NATURALIZATION PAPERS, PERMANENT RESIDENT (GREEN) CARD OR EMPLOYMENT AUTHORIZATION, CARD	REGISTERED NEBRASKA VOTER	SPOUSAL AFFIDAVIT OF NON- PARTICIPATION	SOCIAL SECURITY NUMBER	DATE OF BIRTH	TRAINING POSSIBLY REQUIRED
PRIMARY CLUB OFFICER	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
THREE ADDITIONAL TOP OFFICERS	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
PARTICIPATING SPOUSE(S)	YES	YES	YES	YES	YES	YES	n/a	YES	YES	YES
NON-PARTICIPATING SPOUSE(S)	YES	No	No	No	No	No	YES	No	No	No
CORPORATION (FORM 101) LLC (FORM 102) REQUIRES MANAGER APPLICATION (FORM 103)	LIST ON APPLICATION	SIGN APPLICATION	FINGERPRINTS	NEBRASKA RESIDENT	BIRTH CERTIFICATE, PASSPORT, NATURALIZATION PAPERS, PERMANENT RESIDENT (GREEN) CARD OR EMPLOYMENT AUTHORIZATION, CARD	REGISTERED NEBRASKA VOTER	SPOUSAL AFFIDAVIT OF NON- PARTICIPATION	SOCIAL SECURITY NUMBER	DATE OF BIRTH	TRAINING POSSIBLY REQUIRED
PRESIDENT / CEO (CORPORATION)	Yes	Yes	Yes	No	No	No	n/a	Yes	Yes	Yes
MANAGING MEMBER (LLC)	Yes	Yes	Yes	No	No	No	n/a	Yes	Yes	Yes
COMPANY OFFICERS	Yes	See Following	See Following	No	No	No	n/a	See Following	See Following	See Following
OVER 25% INTEREST	Yes	Yes	Yes	No	No	No	n/a	Yes	Yes	Yes
25% OR LESS INTEREST	Yes	No	No	No	No	No	n/a	No	No	No
PARTICIPATING SPOUSE(S)	Yes	Yes	Yes	No	No	No	n/a	Yes	Yes	Yes
NON-PARTICIPATING SPOUSE(S)	Yes	No	No	No	No	No	Yes	No	No	No
CONTROLLING CORPORATION (FORM 185) MUST FILE ARTICLES OF INCORPORATION – NO FINGERPRINTS REQUIRED										
LIMITED PARTNERSHIP (FORM 119) HELD BY MULTIPLE ENTITIES - ONLY THE MANAGER NEEDS TO BE FINGERPRINTED										
NON PROFIT CORPORATION (FORM 101) REQUIRES MANAGER APPLICATION (FORM 103)	LIST ON APPLICATION	SIGN APPLICATION	FINGERPRINTS	NEBRASKA RESIDENT	BIRTH CERTIFICATE, PASSPORT, NATURALIZATION PAPERS, PERMANENT RESIDENT (GREEN) CARD OR EMPLOYMENT AUTHORIZATION, CARD	REGISTERED NEBRASKA VOTER	SPOUSAL AFFIDAVIT OF NON- PARTICIPATION	SOCIAL SECURITY NUMBER	DATE OF BIRTH	TRAINING POSSIBLY REQUIRED
PRESIDENT	Yes	Yes	No	No	No	No	n/a	No	No	Yes
THREE ADDITIONAL TOP OFFICERS	Yes	No	No	No	No	No	n/a	No	No	Yes
SPOUSE(S)	No	No	No	No	No	No	No	No	No	No
MANAGER OF RECORD (FORM 103)	LIST ON APPLICATION	SIGN APPLICATION	FINGERPRINTS	NEBRASKA RESIDENT	BIRTH CERTIFICATE, PASSPORT, NATURALIZATION PAPERS, PERMANENT RESIDENT (GREEN) CARD OR EMPLOYMENT AUTHORIZATION, CARD	REGISTERED NEBRASKA VOTER	SPOUSAL AFFIDAVIT OF NON- PARTICIPATION	SOCIAL SECURITY NUMBER	DATE OF BIRTH	TRAINING POSSIBLY REQUIRED
MANAGER	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
PARTICIPATING SPOUSE	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
NON-PARTICIPATING SPOUSE	Yes	No	No	No	No	No	Yes	No	No	No
PARTNERSHIP (FORM 102) INDIVIDUAL (FORM 104)	LIST ON APPLICATION	SIGN APPLICATION	FINGERPRINTS	NEBRASKA RESIDENT	BIRTH CERTIFICATE, PASSPORT, NATURALIZATION PAPERS, PERMANENT RESIDENT (GREEN) CARD OR EMPLOYMENT AUTHORIZATION, CARD	REGISTERED NEBRASKA VOTER	SPOUSAL AFFIDAVIT OF NON- PARTICIPATION	SOCIAL SECURITY NUMBER	DATE OF BIRTH	TRAINING POSSIBLY REQUIRED
MANAGING PARTNER / APPLICANT AND PARTICIPATING SPOUSE	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
ALL OTHER PARTNERS AND PARTICIPATING SPOUSE(S)	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes
NON-PARTICIPATING SPOUSE(S)	No	No	No	No	No	No	Yes	No	No	No

Potential applicant(s) should become familiar with the Nebraska Liquor Control Act
(found at <https://nebraskalegislature.gov/laws/browse-chapters.php?chapter=53>)
and The Nebraska Liquor Control Commission’s Rules and Regulations
(found at <https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/Rules%20and%20Regulations.pdf>)
prior to considering filing an application for a liquor license.

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 applicant(s) should pay special attention to the following Statutes, Rules and Regulations:

§53-125 Classes of persons to whom no license issued

(Found at <https://nebraskalegislature.gov/laws/statutes.php?statute=53-125>)

§53-126 License to corporations, conditions

(Found at <https://nebraskalegislature.gov/laws/statutes.php?statute=53-126>)

Rules and Regulations Chapters 1, 2, 3 and 6

(Found at <https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/Rules%20and%20Regulations.pdf>)

Especially Chapter 1 section 005; Chapter 2 sections 008, 009; Chapter 3 sections 002; Chapter 6 sections 017, 019

ALCOHOL SERVER TRAINING (when required)

1. When an applicant and / or manager indicates that they have little or no training or experience in the selling or serving of alcohol on their application, a NLCC Certified Training Program will be completed and course completion documentation with processing fees submitted to NLCC for training certification within 60 days from receipt of the application.
2. Training is required as follows

Corporation Applicants

President, Stockholders holding 25% or more of shares, Manager and all Spouses; Spouses are exempt if they filed Form 116 “Affidavit of Non-Participation Insert”; Officers are exempt if they reside out of State

Limited Liability Company (LLC) Applicants

All Members of LLC, Manager and all Spouses; Spouse is exempt if they filed Form 116 “Affidavit of Non-Participation Insert”

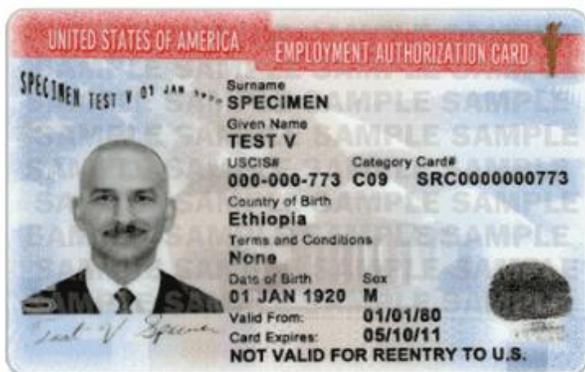
Partnership Applicants

All partners and Spouses; Spouses are exempt if they filed Form 116 “Affidavit of Non-Participation Insert”

Individual Applicant

Individual and Spouse; Spouse is exempt if they filed Form 116 “Affidavit of Non-Participation Insert”

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/investor) 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