

❖ NEW APPLICANT GUIDELINE

❖ INDIVIDUAL

- Applicant and Spouse
 - Must be citizen of the United States
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must submit social security number
 - Must submit date of birth
 - Must sign application

- Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (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 citizen of the United States
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must submit social security number
 - Must submit date of birth
 - Must sign application

- One Partner and Spouse
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska

- Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (may not work or have any involvement with the day to day operation of the business). Need not file any of the above information.

❖ 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 submit social security number
- Must submit date of birth
- Must sign application
- President/CEO/Managing Member
 - Must file fingerprint cards
 - Must submit social security number
 - Must submit date of birth
- Stockholder(s), member(s) over 25% interest
 - Must file fingerprint cards
 - Must submit social security number
 - Must submit date of birth

- Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (may not work or have any involvement with the day to day operation of the business). Need not file any of the above information.

❖ **MANAGER**

- Applicant and Spouse
 - Must be citizen of the United States
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must sign application
 - Must submit social security number
 - Must submit date of birth

- ❖ Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (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, VP, Sec, Tres)
 - Must be signed by President only
 - Must list spouse information
 - Need not file fingerprint cards
 - Spouse need not sign application

- Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (may not work or have any involvement with the day to day operation of the business). Need not file any of the above information.

❖ **LIMITED PARTNERSHIP HELD BY CORPORATION OR LIMITED LIABILITY COMPANY (LCC)**

- Corporation or (LLC)
 - Must file corporation or LLC insert and/or organizational chart
 - All officers from the General Partnership must sign application
 - Only manager needs to file fingerprints, social security number, date of birth

- Spouse is exempt if they filed Form 116 “Affidavit of Non Participation Insert” (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
 - Must file corporation or LLC insert and/or organizational chart
 - Must be registered with the Nebraska Secretary of State Office
 - Must send copy of articles of incorporation
 - No fingerprints required

❖ PUBLICALLY 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

❖ ALCOHOL SERVER TRAINING

- Individual Applicant
 - Individual and spouse; 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”
- 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”
- 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”

New Application Requirement Guide

	List on appl.	Sign appl.	Prints	US Citizen	Birth Cert	NE Voter	Spouse Affidavit	SS #	DOB	TRAINING
Corporation/LLC (also requires Corporate Manager)										
President/CEO	Y	Y	Y	N	N	N	N	Y	Y	Y
Managing Member	Y	Y	Y	N	N	N	N	Y	Y	Y
Over 25% interest	Y	Y	Y	N	N	N	N	Y	Y	Y
25% or less interest	Y	N	N	N	N	N	N	N	N	N
Participating Spouse	Y	Y	Y	N	N	N	N	Y	Y	Y
Non-participating Spouse	Y	N	N	N	N	N	Y	N	N	N
Partnership/Individual										
Applicant	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
One Partner	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Participating Spouse	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Non-participating Spouse	N	N	N	N	N	N	Y	N	N	N
Non-Profit Organizations (also requires Corporate Manager)										
President	Y	Y	N	N	N	N	N	N	N	N
Three additional top officers	Y	N	N	N	N	N	N	N	N	N
Spouse	Y	N	N	N	N	N	N	N	N	N
Corporate Manager										
Manager	Y	Y	Y	N	Y	Y	N	Y	Y	Y
Participating Spouse	Y	Y	Y	N	Y	Y	N	Y	Y	Y
Non-participating Spouse	Y	Y	N	N	N	N	Y	N	N	N
Limited Partnership held by two companies - only the manager needs to be fingerprinted										
Controlling Corporation must file articles of incorporation – no fingerprints required										