

# RENEWAL FREQUENTLY ASKED QUESTIONS

**1. The online renewal process is telling me that my corporation or limited liability company (LLC) is no longer active with the Nebraska Secretary of State (NSOS). What do I do?**

A) You will need to contact the Nebraska Secretary of State office (NSOS) office at (402) 471–4079 to discuss.

**2. The online renewal system is telling me that I must have a new lease before I can complete my online renewal. What do I do?**

A) You will need to submit a signed lease or a signed lease extension either by e-mail to [lcc.frontdesk@nebraska.gov](mailto:lcc.frontdesk@nebraska.gov), fax to (402) 471–2814, or mail to:

Nebraska Liquor Control Commission  
301 Centennial Mall South, 1<sup>st</sup> Floor  
PO Box 95046  
Lincoln, NE 68065

Once the NLCC office receives the lease or lease extension with the expiration date of at least the next license year, you will be able to renew your license using the online renewal system.

**3) Our corporation/LLC has a new corporate manager. Do I have to have a Corporate Manager application Form 103 submitted before I can renew online?**

A) You can renew online and then submit the Corporate Manager Form 103 to the NLCC by mail, email or fax. If you need assistance on Form 103, please-mail [lcc.frontdesk@nebraska.gov](mailto:lcc.frontdesk@nebraska.gov) or call (402) 471 – 2572.

**4) Our corporation/LLC has had changes with officers being added and/or removed, married or divorced. Do I have to have the Change/Update Form 117 submitted before I can renew online?**

A) You can renew online and then submit the Change/Update Form 117. Please note that some corporate changes may require a new application to be submitted.