



CHANGE IN MANAGEMENT ON LIQUOR LICENSE CHECKLIST

Licensee (Business Name): _____

Date Application Received _____

Former Manager's Name _____

New Manager's Name _____

Tips Certified Person _____ Expiration Date _____

1. _____ **(Form DR 8442)** Permit Application & Report of Changes
➤ Go to www.colorado.gov Click on Search and type in DR 8442
2. _____ **(Form DR 8404-I)** Individual History Record
➤ Go to www.colorado.gov Click on Search and type in DR 8401
3. _____ Fingerprint card for new Manager (Process with SMVPD) \$50.00 to TOSV
4. _____ Management/Employment Agreement

**See attached Fee Schedule for Colorado Department of Revenue
And Town of Snowmass Village payments due**

Email all forms and payments to the Town of
Snowmass Village Clerk rcoxon@tosv.com