



2012 Liquor License Lottery Entry Form Checklist

Entry forms/applications will be accepted between
Thursday, April 5, 2012 at 8 a.m. – Wednesday, May 2, 2012 at 3 p.m.

DEADLINE TO ENTER – 3:00 p.m. Wednesday, May 2, 2012

- ✓ Entry and application form are filled out in black ink or typewritten.
- ✓ All questions are answered, if applicable.
- ✓ Entry form is signed and notarized.
- ✓ Completed items necessary to file liquor license application at the Department of Liquor Licenses and Control (all are required for each application):
 1. 2012 Lottery Entry Form
 2. Disclosed Entry Only - Liquor license application form (Please check new license box)
 3. Disclosed Entry Only - Questionnaire for the applicant, manager(s), and controlling person(s)
 4. Disclosed Entry Only - Fingerprint card for the applicant, manager(s), and controlling person(s) (fingerprint cards can be found at most local law enforcement agencies or the Department of Liquor Licenses and Control)
 5. Separate check (checks only) - \$100 application filing fee
 6. Disclosed Entry Only - Separate check (checks only) - \$22 per fingerprint card submitted, add an additional \$13 check made out to DLLC to have fingerprint services completed on-site in the Licensing Division.

Reasons your entry form and application may be rejected and returned:

- Entry form is not notarized
- Entry form was not completed in black ink
- Highlighted areas are incomplete
- Highlighted areas contain inapplicable information
- Entry form is not signed
- Entry form was not received prior to 3:00 p.m. Wednesday, May 2, 2012
- Fees were not included
- Separate checks were not issued for the application fee and fingerprint card(s)
- Check was returned
- Disclosed Entry Only - Liquor license application and/or questionnaire were not received with entry form