

2014 Liquor License Lottery Entry Form Checklist

Entry forms/applications will be accepted between
Monday, April 21, 2014 at 8 a.m. – Friday, May 16, 2014 at 3 p.m.

DEADLINE TO ENTER – 3:00 p.m. Friday, May 16, 2014

- ✓ Entry and application form are filled out in black ink or typed
- ✓ All questions are answered where applicable
- ✓ Entry form is signed and notarized
- ✓ Items necessary to file a complete liquor license application with the Department of Liquor (all are required for each application):
 - ✓ 1. Disclosed location
 - a. Disclosed location entry form
 - b. Liquor license application (check new license box)
 - c. Questionnaire for the applicant, manager(s), and controlling person(s)
 - d. Fingerprint card for the applicant, manager(s), and controlling person(s)
 - e. Background check fee of \$22 per fingerprint card (personal check, money order, cash or cashiers checks are accepted)
 - f. \$100 non-refundable application fee (personal check, money order, cash or cashiers checks accepted)
 - g. Make checks out to Department of Liquor
 - ✓ 2. Non-disclosed location entry
 - a. Non-disclosed location entry form
 - b. \$100 non-refundable application fee (personal check, money order, cash or cashiers checks accepted)
 - c. Make checks out to Department of Liquor

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

- Entry form is not notarized
- Entry form was not completed in black ink
- Areas are incomplete
- Areas contain inapplicable information
- Entry form is not signed
- Entry form was not received prior to 3:00 p.m. Friday, May 16, 2014
- Fees were not included
- Separate checks were not issued for the application fee and fingerprint card(s)
- Check for non-refundable application fee was returned due to insufficient funds
- Liquor license application, or questionnaire, or fingerprints were not received with entry form for a disclosed location