

APPLICATION FORM CHECKLIST

- Has the Applicant line been completed correctly?
The applicant is the “person” or legal entity that will hold the liquor license. If the applicant is an LLC or Corporation, the LLC name or corporate name will be listed here (not the individual members of the LLC or any corporate officers)
- Has the Trade Name line (business name) been completed correctly?
This line asks for the name of the business so the liquor delivery personnel can find the business.
- Have the premise address and mailing address been completed correctly?
The premise address is the physical location of the business. The mailing address is where all correspondence is mailed including price books and invoices. Large corporations holding several licenses may want to list the individual store address instead of the corporate address so liquor price books go directly to the store and not corporate offices.
- Has the dispensing room (Question 1 (a)) been completed correctly?
This question asks for the dimensions of the dispensing room and where it is located in the building. Description must include the word “room”. Odd shaped rooms can use total square footage.
- Have you checked to ensure **ALL** questions have been answered completely?
- If you have a lease agreement, is it valid through the **TERM OF THE LICENSE**?
- Does your lease agreement contain a provision from the Lessor to allow sale of alcoholic and/or malt beverages on leased premises?
A simple addendum to the lease authorizing the sale of alcoholic and/or malt beverages that both parties have signed.
- If the building is not in existence, have you attached the required architect’s drawing or suitable plans of the room and premises to be licensed?
- For **ALL NEW LICENSE AND TRANSFER APPLICANTS**. Have you attached a statement indicating your financial stability and financial condition?
This can be a simple balance sheet showing assets and liabilities or a letter from the bank stating the **applicant** has an active account and is in good standing. If the applicant is a LLC or Corporation, the letter should have the LLC or Corporation listed as the account holder, not an individual member or officer of the corporation.
- Have you verified the applicant eligible to do business in Wyoming on the Secretary of State Corporations website? (<https://wyobiz.wy.gov/Ecommerce/SearchResultNew.aspx>)
- For **RESTAURANT LIQUOR LICENSE APPLICANTS**. Have you attached a copy of your current valid food service permit or an application for a food service permit?
- Have the required signatures been properly notarized? NOTE: All must be signed before the notary. If all are not present, have a separate attached page notarized.
All individuals, all partners, two club members and two corporate officers or members must sign the application. If the LLC or Corporation is owned 100% by one member or officer, then that member or officer is the only one required to sign the application.
- If **TRANSFERRING OWNERSHIP OF A LIQUOR LICENSE**, is a form of assignment from the current licensee attached?
This letter authorizes the transfer of the liquor license from the current owner to the applicant.
- Is the information required in Question 7 for renewals and Question 16 for New and Transfers provided for **ALL Owners of more than 10% of stock, and, all Officers and Directors of a corporation or LLC**. Is information provided for all individual applicants or all partners in a partnership? If they own less than 10% please note that on a separate page.