

**ATTENTION: CITY CLERKS, COUNTY AUDITORS, & LIQUOR  
LICENSEE HOLDERS**

***IMPORTANT!!!!!!!!!!!!!!***

**PLEASE POST & SAVE THESE INSTRUCTIONS**

**SUBJECT: CHECKLIST & INSTRUCTIONS FOR COMPLETING LICENSE  
RENEWALS, TRANSFERS, & NEW LICENSE APPLICATIONS**

**ELMINATE POSSIBLE LICENSE RETURNS BY REVIEWING THIS CHECKLIST PRIOR TO  
SUBMITTING DOCUMENTS TO OUR OFFICE THAT OUTLINE REPEATED LICENSING  
OVERSITES:**

- Three (3) signatures needed on the renewal forms are signed and dated. (If it's a county license, all four (4) signatures are needed.) **APPLICATIONS WILL BE RETURNED FOR SIGNATURES.**
  
- Liquor Liability Insurance Certification is attached with the renewal or new license form. DO NOT ENCLOSE ANY DOCUMENT THAT READS "INSURANCE DECLARATION", "BINDER" OR "QUOTE" !! This is not the final certificate issued for proof of liquor liability. **(3.2% licensee's exempt if sales are less than \$25,000 at on sale and \$50,000 at off sale.)**
- The name on the insurance certificate matches EXACTLY with the LICENSEE NAME listed on the renewal or new application. EXAMPLE: Renewal form lists ABC Company, INC. – The insurance must also read ABC Company, INC. and not just ABC Company leaving off INC.
- If your renewal states the LICENSEE NAME as his or her own name, followed by the trade name, the insurance must list BOTH licensee names and trade name. EXAMPLE: Mark & Jane Anderson, DBA Anderson's Eatery. The insurance must include both of these names and not just Anderson's Eatery, or Mark Anderson without Jane's name.
- **INSURANCE DATES:** The date of expiration is the exact date of your city or county license expiration date and shows coverage for THE ENTIRE OR THE REMAINDER OF CITY LICENSE PERIOD. Double check for current year and make sure certificate has not EXPIRED. Only exception is to have "Continuous until cancelled" included in the description of operations section.
- The address listed on the Liquor Liability Insurance Certificate matches the same physical location as the licensed premises. **NO HOME ADDRESSES OR PO BOXES.** If a special mailing address is required, please list on separate form.
- If Licensee Name has changed on the renewal form, **DO NOT CROSS OLD NAME OUT TO ADD NEW NAME.** New paperwork must be filled out any time the licensee name changes; this includes a new insurance certificate, along with the licensee submitting a buyer's card application along with \$20. (Call one of our specialists listed at the end of this page if you do not have current applications/forms.)

**OVER**

- New application form is COMPLETELY filled out. This includes state & federal tax I.D. number and name of Worker's Compensation Company. For State Tax ID please visit the Department of Revenue's website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us)
- The New Licensee has submitted \$20 for a Buyer's Card. **A new applicant cannot operate on the previous owner's ID card and the wholesaler won't deliver liquor to that establishment.** Top line of form is for office use to fill out. (For renewals, we mail the application directly to the establishment for payment & signature). **3.2% licensees do not require a submission of a buyers card application.**
- **LICENSES MUST BE COMPLETED FOR THESE 5 TYPES OF NEW APPLICATIONS: WINE-OFFSALE-COUNTY ON SALE-COMBINATION-CLUB LICENSE. If you need a license form please contact our office to request one.** These forms require a signature signed by your city or county.

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End of checklist

THIS FORM IS FOR YOUR CONVENIENCE AND DOES NOT NEED TO BE RETURNED TO OUR OFFICE.

We hope this checklist will serve you better in eliminating common oversites that result in license returns and delays. Your comments and suggestions are welcome in improving this process. Should you require additional assistance, please refer to our website at [dps.mn.gov](http://dps.mn.gov). Or telephone or e-mail one of our compliance specialists below:

Heather Robinson 651/201-7504  
 NEW City Issued On-Sale Licenses [Heather.Robinson@state.mn.us](mailto:Heather.Robinson@state.mn.us)  
 ALL renewals of City issued on-sale licenses  
 Temporary Licenses, & Municipal Liquor Stores

Allen Erickson - *Great Reference* 651/201-7510  
 All Wine, Club, Off-Sale, County Licenses, [Al.Erickson@state.mn.us](mailto:Al.Erickson@state.mn.us)  
 Combination Licenses, Caterer's permits

Tracy Distante 651/201-7512  
 3.2 Licenses [Tracy.Distante@state.mn.us](mailto:Tracy.Distante@state.mn.us)  
 Optional 2 AM Licenses  
 Consumption & Display permits  
 Buyer's cards, Ethyl Alcohol permits

~~Nichole Alberg~~ *New person starts June 5<sup>th</sup>* 651/201-7531  
 Wholesale/Importers licenses [Nichole.S.Alberg@state.mn.us](mailto:Nichole.S.Alberg@state.mn.us)  
 Micro Breweries/Brew Pubs/Manufactures licenses