City of Boulder
Finance Department · Licensing Division
1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

ANNUAL RENEWAL FOR LIQUOR LICENSES

Both State & City renewal forms, fees must be submitted to the City for processing.
Do not send your state renewal to the state office - the City will process it after your city renewal is approved.

CHECKLIST OF REQUIRED DOCUMENTS

☐ State Renewal Application- Licensee will receive this 2 page form about 120 days prior to the license expiration date. If they do not receive this form, a state application form marked for license renewal and completing questions 1-4, 6-12, 17-18 and signed on 4th page under Oath of Application section may be used.

☐ City renewal form- Licensee will receive this form about 90 days before their license expiration date. Answer all questions on the city form and sign/title/date the 2nd page. Attach explanations of any criminal activity for the owners/managers in the past year. Explanations of any suspensions occurring in the last year should also be attached.

☐ Employee Training Form and associated Certificates or Cards- This information corresponds to a question on the city renewal form. It is a local condition of holding a liquor license that Licensee training all of their employees who serve and sell alcohol within 6 months of the location opening or within 6 months of the employee's hiring, and that the servers are re-trained every 3 years.

☐ Certificate of Good Standing- This Certificate can be obtained from the Colorado Secretary of State's website, by searching in the Business Services area, entering the licensee business entity's legal name, and selecting obtain Certificate of Good Standing.

☐ Renewal Fees:

☐ State Renewal Fee check payable to the Colorado Department of Revenue and

☐ City Renewal Fee check payable to the City of Boulder.

The proper amount of the renewal fees depends on the class or type of liquor license being renewed and for details the Licensee should consult the annual fee schedule on the City's applications page.

☐ The state renewal form, state fee check, city renewal form, city fee check, certificate of good standing from the secretary of state's website, and the above listed training information should be all be received by the City of Boulder at least before the 45 days prior to expiration date (this deadline is listed on the city renewal) or licensee will face either a temporary suspension or Beverage Licensing Authority (BLA) hearing.

☐ In addition to the above requirements, if Liquor License is held by a sole proprietor, then City Licensing Office also needs a completed Affidavit of Lawful Presence form and a copy of the Owner's Driver's License or state issued Picture ID for the renewal.

Please Note:

If both the state renewal form and city renewal form and both fees are not received together by the city, then the entire renewal will be returned to the Licensee by the City of Boulder. Call the Licensing Office if you do not receive the state or city forms because duplicate city renewal forms and alternate state forms can be obtained.

State renewal forms require City of Boulder approval. If a Licensee has mistakenly mailed a state renewal form and state fee to the State Liquor Enforcement Division, the check will be deposited by the state, but the state renewal form will be returned to the Licensee. Complete renewals received after the expiration date may result in non-renewal, thus requiring a new liquor license application, but will result in a $500 late filing fee payable to the City of Boulder and a BLA renewal hearing.

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PROOF OF TRAINING

Trade Name: _____

Address: _____

The Beverage Licensing Authority (BLA) determined that it is a local condition of a liquor license that all involved in the service/sale of alcohol are required to attend and pass a state-approved responsible vendor alcohol service training within 6 months of premise opening or 6 months of hire date (or earlier) and that such training is valid for the specified time from training date. Please fill out the following form and attach valid certificates of training, cards, or other evidence of training completion for each listed employee.

Employee	Training Type	Hire Date	Training Date