

## SECOND CLASS LICENSE APPLICATION GUIDELINES

Guidelines for required paperwork to obtain Second class (off-premise) liquor license

Send fully completed Second class liquor license application and submit it to the town where the license will be held along with the appropriate fees (1 check for town/ 1 check for DLC. Please include a completed personal information supplemental form so that mandatory criminal and motor vehicle record checks may be completed.

During the time your application is getting processed at the town level, you need to prepare the paperwork for license approval on the state level.

All applicants must be citizens or lawful permanent residents of the United States. Naturalized citizens and lawful permanent residents must provide a copy of naturalization or lawful permanent resident documentation.

The following paperwork will be needed by the Liquor Control Investigator and the Licensing Technician to process your license and copies of all listed material need to be made and submitted to the Liquor Control Representative:

If you are applying as a Corporation or LLC, you will need copies of the following:

- Articles of Incorporation
- Directors of the corporation
- Certificate of Incorporation

For LLC's need Articles of Organization, members of the LLC must be listed.

Trade name registration

Copy of Lease, rental agreement or mortgage deed, needs to clearly show the correct name of lessee, I.E. Correct corporate name, LLC name, not individual names unless the license is being operated by an individual or a partnership.

Federal Tax Number

If you are applying as an Individual or a partnership (legal husband and wife), all we need a lease agreement, rental agreement, or mortgage deed and your Federal ID number.

If time permits please look at the Vermont Dept. of Liquor Control website, click on second class seminar and plan on attending if there is a class within a reasonable distance, these are available at no expense to you and is a required part of obtaining your liquor license.

Please note--- if you need assistance with Corporate, LLC information or trade name information, please contact the Vermont Secretary of State's Office.

Upon someone contacting you from the Dept. of Liquor Control to process your application, please make sure to give him or her copies of all the required information.