



LIQUOR LICENSE/PERMIT FINGERPRINTING INSTRUCTIONS

Who

Fingerprints are required for each individual owner, each partner, each corporate officer or director, and each shareholder having 10% or more interest in the business, each individual lending more than \$5,000 or 10% of the applicant's total investment in the business, and the manager.

Where

Fingerprinting is conducted on an appointment only basis at the Summit County Justice Center located at 501 North Park Avenue. To schedule an appointment, please go here:

<https://uenroll.identogo.com/>.

Service code: 25YQ6K

CBI Account Number: CONCJ0614

Processing Fee

Each set of fingerprints will be processed through the Colorado Bureau of Investigation and will be used to check criminal history records with the Federal Bureau of Investigation. Payment of \$38.50 is due at time of service (No Cash Accepted, Only Business Checks).

Please call the Municipal Services Office at (970) 547-3127 if you have any questions.