



**REGISTRATION OF NEW MANAGER
FOR _____**

- 1) Complete the Permit Application & Report of Changes form. The form must be signed by the licensee.
- 2) Manager must complete and submit the following documents:
 - a) Individual History Report
 - b) Two sets of fingerprints per person on cards provided. Fingerprints will be taken at the Breckenridge Police Facility located at 150 Valley Brook Road. Call 970-453-2941 for officer availability. The cost is \$20, cash or check, per person being fingerprinted.
- 3) Attach checks as follows:
 - a) \$75.00 – payable to “Colorado Department of Revenue”;
 - b) \$75.00 – payable to “Town of Breckenridge”; and
 - c) Money order or cashier’s check only in the amount of \$38.50 – payable to “Colorado Bureau of Investigation” (for filing fingerprints).
- 4) Meet with the Breckenridge Police Department. Call 970-453-2941 to schedule an appointment.

Police Department Signature

Date

- 5) Return this form and complete application to:

Town Clerk’s Office
Breckenridge Town Hall, Lobby Level
150 Ski Hill Road, P.O. Box 168
Breckenridge, CO 80424
(970) 453-3167