



LIQUOR LICENSE PROCESS:

Steps to follow to apply to State of MN for a liquor license

The following is a guideline for completing your license process with the state of Minnesota.

There may be further requirements necessary through your local licensing officials.

PAPERWORK REQUIREMENTS BEFORE APPROVAL CAN BE GRANTED:

- 1) Application form(s) fully completed and signed by applicant for each license applied for. **APPLICATIONS WILL BE RETURNED UNAPPROVED IF THEY ARE SUBMITTED TO A&GED INCOMPLETE.** License applications also need sheriff or local police signature and county issued licenses need county attorney signature. Licensee name on application is the corporate name if incorporated; partnership name, if a partnership; or individual(s) name or names if neither a corporation nor partnership. Dates of birth for all officers, partners or individuals must be on application.
 - 2) License form that matches the type of application filled out. For example: A completed wine license needs to accompany the wine application. (See below for license form numbers). City or county completes and signs licenses to submit with the completed application(s).
 - 3) Liquor liability insurance certificate that covers the license period completely. (See below for further details). Do not submit applications for license without liquor liability insurance on either a new license or renewal. Do not submit insurance company applications or invoices as proof of liquor liability. These documents are not proof of insurance. You must have a certificate of liquor liability insurance.
 - 4) Workers Compensation insurance certificate if you have employees, or if no employees a statement to that effect.
 - 5) Sales and Use Tax ID number. Contact the Minnesota Department of Revenue to apply. Write sales tax number on liquor license application.
 - 6) Federal Occupational Tax Stamp. Contact the TTB (A&GED does not require proof of this being done).
 - 7) Retail Identification Card (buyer's card). To request buyers card applications, contact the A&GED office at 651-201-7507 or obtain the form over the Internet at:
<https://dps.mn.gov/divisions/age/forms-documents/Pages/default.aspx>.
- For new licenses, this card will not be issued until the licensing paperwork has been received and all requirements are met. The ID card will then be mailed to the retailer to use to purchase liquor from wholesale. Wholesalers will be notified when an establishment is eligible to receive liquor shipments. A \$20.00 fee is required to obtain the card.
- 8) If an establishment is brand new and never before been licensed for the type of license applied for, the establishment depending on the type of license may need to be inspected by one of our field agents. An agent will

contact the applicant after A&GED has received completed licensing paperwork from the city or county.

PROCESS FOR LICENSE APPLICANT TO FOLLOW:

1. Contact your city license officials, if the establishment to be licensed is located within city limits, or contact the county, if establishment is outside of city limits, for the appropriate liquor license application form(s), or if city or county is without forms, you may contact our office for license forms at 651-201-7507 or retrieve them from our website at <https://dps.mn.gov/divisions/age/forms-documents/Pages/default.aspx>.
2. Contact the Minnesota Department of Revenue to apply for a Sales and Use Tax Permit Number.
3. Contact the Federal Tax and Trade Bureau to apply for a Special Occupational tax Stamp. (A&GED does not need proof of this being done).
4. Contact your insurance agent to apply for workers compensation and liquor liability insurance. Our office must have proof of both before approval will be granted. Certificates of insurance must be in your exact corporate name if you are incorporated or individual name(s) if not incorporated. The effective dates of the certificate of liquor liability must cover the license period of your city or county completely. The minimum limits of the policy are \$100,000 and a \$300,000 aggregate per policy year per licensed location. Applications submitted for new licenses or renewals sent without liquor liability are not approved, and are blocked from receiving liquor shipments from the wholesalers.

After applicant completes forms they must be returned to city or county for approval prior to being sent to state of Minnesota for final approval.

FORM NAMES AND NUMBERS

A. ON SALE AND/OR ON SALE SUNDAY CERTIFICATION: Form #9011 (in cities only); apply if you will only be serving liquor to be consumed on the premises (use this form only for establishments located within city limits). Fill out completely, including the fees that the city charged to you for your On Sale and Sunday Licenses. City Clerk must sign this form at the bottom. The actual license is not submitted or signed by the state for city issued on sale licenses.

B. APPLICATION FOR COUNTY ON SALE INTOXICATING LIQUOR LICENSE: Form #PS 9015 (in counties only, outside city limits) to be used only for establishments that will be selling liquor to be consumed on the premises). Fill out completely, sign and obtain signatures of county attorney, and sheriff. Please call your county auditor for help in completing applications. Submit with White County on sale license form. #9038. New locations and locations closed for over a year or going through structural changes need inspection.

C. ON SALE WINE LICENSE APPLICATION: Form # 9114 Apply for this license to sell only wine to be consumed on the premises in either a city or county. (strong beer may be sold under this license, if you are also licensed to sell 3.2% beer and your gross receipts are at least 60% attributable to the sale of food, and you are approved to do so by your city or county). You must be a restaurant with seating capacity for at least 25 in order to qualify for a wine license. Submit with green wine license form #9115. New locations and

locations closed for over a year or going through structural changes need inspection.

D. OFF SALE INTOXICATING LIQUOR LICENSE APPLICATION: Form # 9136. This application is used for both city and county off sale licenses. For establishments selling liquor by the package. Submit with yellow off sale license form #9008. New locations and locations closed for over a year or going through structural changes need inspection.

E: APPLICATION FOR CLUB ON SALE LICENSE: Form # 9016. This application is used for private clubs, not open to the public. Only open to members and bonafide guests. Submit with blue club on sale license form #9130. New locations and locations closed for over a year or going through structural changes need inspection.

F: RENEWAL OF LIQUOR, WINE OR CLUB LICENSE APPLICATION: Form #9093-96. This form is only used at renewal time for currently licensed licensees with no changes in the licensee name or ownership. Signatures at the bottom of the form are required as indicated. Please check the back of this form for completion also. Violations that have occurred within the past five years must be reported on the back of this form each year for five years. This form should not be used if the corporate name is changing, ownership is changing, or address is changing. Use one of the full applications named above for these types of changes. Submit with appropriate license form.

G. Application for Retail Identification Card: Form # 9135. For new licensees fill out except for the top line, sign and submit with \$20. Renewal applications are sent directly to business establishments at prior to renewal time. Renewals only require a signature and \$20. If a renewal is changing ownership or corporate name, make changes on application before submitting with \$20.

Licenses to accompany above applications are as follows: (must be completed and signed by city or county before sending):

Yellow off Sale License Form #9008 used by both city and county with Off Sale application form #9136

White County on Sale License form #9038, used by county only submitted with County on Sale application form #9015.

Pink County Combination License form #9082, used by county only submitted together with County on Sale application #9015, and Off Sale application #9136.

Green Wine License form, #9115, used by both city and county, submitted together with application for wine license form #9114.

Blue Club on sale License forms #9130 used by both city and county, submitted together with club on sale application form #9016.

AFTER LICENSE APPROVAL IS GRANTED BY THE STATE, LICENSE IS MAILED BACK TO THE CITY/COUNTY. THEY WILL FORWARD LICENSE TO LICENSEE.