



APPLICATION PROCESS

Ohio Department of Commerce
Division of Liquor Control
6606 Tussing Road
Reynoldsburg, OH 43068
614-644-2360

The Division of Liquor Control ("Division") has outlined the application process below in an effort to avoid your application being returned. Therefore it will be necessary for you to submit all the documents on the "REQUIRED DOCUMENTS FOR ACCEPTANCE" sheet. **If your application is filed without all of those documents, the application will not be accepted and will be returned to you.** Once your application is received, provided all required documents are submitted, the following process begins:

1. The Division logs your application into a computerized system for processing.
2. The Division will send an Official Notice to the legislative authority of the municipality/township it is located in (city council or township trustees and county commissioners). Note: Any of these entities have the right to object to your application, provided they do so within 30 days of that notification. The Division also sends a separate notice to the local law enforcement agency for informational purposes as required by law and to work in conjunction with the Legislative Authority should they desire to object to the issuance of your permit.
3. The Division will work with your County Board of Elections to determine the wet/dry status of your proposed permit premises. Note: This information is not needed on applications for transfer of ownership.
4. The Division will send the Personal History Background Form(s) you provided to the law enforcement agency in the municipality or township of your permit premises in order to have a separate background check conducted with them.
5. The Division works with the Ohio Bureau of Investigation ("BCI") to have conducted a required background check on all persons involved in your business. In order for the Division and BCI to conduct this background check, you are required to provide the Division with the proper documentation and information so that a background check can be performed. Please see DLC 4191 to determine whether you or persons involved in your business should submit a completed **paper** fingerprint card or be fingerprinted **electronically** via a "WebCheck" system.
6. A Division Compliance Officer will contact you to set up an appointment to conduct an initial inspection of your premises. At the time your inspection is completed our compliance officer will survey the area surrounding the proposed permit premises to determine if there are any institutions such as schools, churches, libraries, public playgrounds, or township parks within 500 feet. By law, any of these institutions can object to the issuance of your permit within 30 days of notification. If the business is not in operation or the premises did not meet all requirements at the initial inspection, a final inspection will need to be conducted at a later date. Please allow two weeks when notifying the Division for a final inspection.
7. Your C or D class permit certificate is issued for a permit period that expires on February 1, June 1 or October 1, depending on the county where your permit is located, and is renewed annually on that date. Renewal dates by county may be found by visiting http://www.com.ohio.gov/liqr/docs/LIQR_RenewalDistricts.pdf. All A, B, H or G Class permits renew annually on October 1.
8. If you have applied for a New Retail permit (NOT a Transfer), and it is issued within six months of the expiration date, you will receive a 50% refund of the class fee(s) paid. NOTE: The \$100.00 processing fee is non-refundable.

It is our goal to process your application in a timely and efficient manner. Many factors determine the length of time it takes to complete the process of your application, therefore your assistance in providing us with a complete application packet will help us in accomplishing our goal.

Rev. 04/14/2014

FOR TTY USERS DIAL 1-800-750-0750 - EOE/ADA SERVICE PROVIDER



Office Hours
8:00 a.m. - 5:00 p.m.
For Questions call
(614) 644-3156

Ohio Department of Commerce - Division of Liquor Control
6606 Tussing Road, Reynoldsburg, Ohio 43068-9005
<http://www.com.ohio.gov/liqr>



APPLICATION FOR CHANGE OF LLC MEMBERSHIP INTERESTS
PROCESSING FEE \$100.00

CAUTION: ALLOW 10 TO 12 WEEKS FOR PROCESSING

PERMIT HOLDER REQUESTS APPROVAL OF THE DIVISION OF LIQUOR CONTROL OF THE FOLLOWING:

Permit Holder Name:

Permit Premises Address:

Liquor Permit Number(s):

Federal Tax ID Number:

Email
Address:

Attorney's Name, Address and Telephone Number (If represented):

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

PLEASE COMPLETE ALL AREAS OF SECTION A & B BELOW

Section A - PREVIOUS List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

NAME	SOCIAL SECURITY # OR FEDERAL TAX ID #	OFFICE HELD	INTEREST	BIRTHDATE
1)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
2)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
3)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
4)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	

Section B - REVISED List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

NAME	SOCIAL SECURITY # OR FEDERAL TAX ID #	OFFICE HELD	INTEREST	BIRTHDATE
1)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
2)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
3)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
4)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	



THE FOLLOWING MUST BE COMPLETED BY AN INDIVIDUAL WHO HAS A 5% OR MORE MEMBERSHIP INTEREST LISTED IN SECTION B, ON PAGE 1

1. Do you or any office holder, managing member owning 5% or more of either the voting interest or membership interests of the LLC, spouse, or other person involved in this permit have a financial interest in another permit business? ☐ YES ☐ NO
If YES, Give permit number & address on the line provided _____.
2. Have you or any officer holder, managing member owning 5% or more of either the voting interest or membership interests of the LLC, spouse, or other person involved in this permit, ever been convicted of a felony or any misdemeanor? ☐ YES ☐ NO
If YES, attach a written explanation.
3. Have you or any office holder, managing member owning 5% or more of either the voting interests or membership interests of the LLC, spouse, or other person involved in this permit being added ever been refused a permit, denied a renewal, or had a permit revoked from another state, by this Division, or the Liquor Commission? ☐ YES ☐ NO
If YES, attach a written explanation.
4. If you hold an A or B permit, do you or any partner, office holder, managing member owning 5% or more of either the voting interests or membership interests of the LLC, spouse, or other person involved in this permit being added have an interest in the business of a retail permit? ☐ YES ☐ NO
If YES, attach a written explanation.
5. If you hold a C or D permit, do you or any partner, office holder, managing member owning 5% or more of either the voting interests or membership interests of the LLC, spouse, or other person involved in this permit being added have an interest in the business of a manufacturer or distributor of alcoholic beverages? ☐ YES ☐ NO
If YES, attach a written explanation.

DELIBERATE MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION CAN RESULT IN THE DIVISION'S REFUSING TO APPROVE THIS APPLICATION.

THE FOLLOWING MUST BE COMPLETED BY AN INDIVIDUAL WHO HAS A 5% OR MORE MEMBERSHIP INTEREST LISTED IN SECTION B, ON PAGE 1

I, being a 5% or more membership interest member of the LLC permit holder indicated in Section B on the reverse side, hereby swear (or affirm) that the information contained in this application is a true and accurate record of the LLC member(s).

State of Ohio, _____ County, ss

I, _____ being first duly sworn, according to law,
(Please Print)

depose and say that the statements and answers made in the foregoing application are true.

(Signature of 5% or more Member)

(Title)

(Date)

(Residence Street Address)

(City)

(State)

(Zip Code)

(Area Code & Telephone #)

(To be completed by Notary Public)

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

(Notary Public)

(Notary Expiration)



**INSTRUCTIONS FOR FILING
"CHANGE OF LLC MEMBERSHIP INTERESTS" APPLICATION**

A PROCESSING FEE OF \$100.00 IS REQUIRED. THIS APPLICATION MUST BE FILED WHEN:

- An individual, a partnership or another business entity becomes a holder of a 5% or more membership interest of the permit holder;
- An 5% or more member acquires additional membership interest from any other member;
- A 5% or more member loses any portion of its membership interest;
- An individual holding 5% or more membership interest ceases to be a 5% or more membership interest individual;
- A less than 5% member acquires enough membership interest to become a 5% or more member;
- There is a change in the member who holds the greatest membership interest (the plurality) in the LLC.

Example: *"A" holds a 45% membership interest*
 "B" holds a 25% membership interest
 "C" holds a 30% membership interest

"A" holds the plurality. If "A" sells 20% to "C", "C" would now have the plurality of 50%.

All changes of 5% or more membership interest members or their interest held must be reported to the Division as soon as the change is contemplated.

- **Under "PREVIOUS 5% OR MORE LLC MEMBERSHIP INTEREST"** print names of present 5% or more members and the % of their membership interest.
- **Under "REVISED 5% OR MORE LLC MEMBERSHIP INTEREST"** print names of the proposed new 5% or more members and the **remaining** 5% or more members, with the % of the membership interest held by each. List all new and remaining managing members 5% or more voting interest and officers.
- **The** application form DLC4259 must be signed by a 5% Membership Interest Member, and the signature notarized.

Return application and all documents to the:

Ohio Department of Commerce,
Division of Liquor Control,
6606 Tussing Road, P.O. Box 4005,
Reynoldsburg, Ohio 43068-9005

IMPORTANT: Applications for transfer of ownership, location, or for an additional class permit will not be approved while there is a pending change of LLC Membership Interests, Officers, or Managing Members application on file. Failure to cooperate with the Division in furnishing the necessary information will delay issuance of a pending application.

FOR OFFICE USE ONLY

LLC CHANGE APPL #

OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005

SUMMARY OF LLC PURCHASE AGREEMENT

I/We _____, have purchased _____ %
(buyer' Name) (interest)

of the Limited Liability Company Membership interest from _____
(seller - LLC Name)

the holder of a liquor permit license # _____ located at _____,
(Permit #) (Permit Premises Street Address)

in the City of _____, County of _____ and State of Ohio.

Consideration - Buyer has paid or will pay seller for membership interest,
the sum of _____ dollars (\$ _____).

List Details of Transaction Below: _____

(Signed) _____
(Buyer) (Date)


(Signed) _____
(Seller) (Date)

(Signed) _____
(Buyer) (Date)

(Signed) _____
(Seller) (Date)



**REQUIRED DOCUMENTS FOR ACCEPTANCE OF A TRANSFER OF
CHANGE OF LLC MEMBERSHIP INTERESTS APPLICATION**

Please use the list below to check off  all items as you complete them, to submit with the application packet.
Caution: Allow 10 to 12 weeks for processing.

FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS MAY RESULT IN THE RETURN OF YOUR APPLICATION

☐ **Application:** Application must be completed in full, all questions answered, signed, and notarized.

☐ **Application Processing Fee:** \$100.00 Processing Fee for each location where there is a plurality change in membership interest. If there is less than a plurality change, and you are only adding a new 5% member, regardless of how many permits you hold, only submit one application with the \$100.00 processing fee. Make check payable to Division of Liquor Control.

☐ **Background Check:** **PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191**

☐ **Personal History Background Form (DLC4121):** Complete Section A. ONLY of DLC4121 for each managing member, officer, or persons holding 5% or greater membership or voting interest.

☐ **Purchase Agreement, Gift Affidavit, or Redemption Agreement:** Stating the exact number of shares and total consideration paid. If an estate is involved, submit a certified copy of the "Will" and Distribution in Kind.

☐ **Financial Verification Worksheet:** This form is to be completed in full attaching supporting documentation if necessary.