



CRIT LIQUOR CONTROL BOARD

Liquor License Application Instructions and Frequently Asked Questions

Transaction Type

Indicate the reason why you are applying for a liquor license. You may only check one. If you check "Renewal", you must only check one of the "Renewal" boxes in the "Type of License Requested" portion of the application.

Type of License Requested

Indicate the type of license requested by checking the appropriate type of license. You may apply for any of the applicable licenses. *All applicable license fees and application fees must be paid in full before a license will be issued to the applicant.*

- CLASS 1 A Class 1 license is required for all on-sale retail sales of liquor. "On-Sale Retailer" means any person selling liquor in individual portions, by the glass, or in broken packages, for consumption at the place of sale. "Liquor" includes alcohol (ethanol) and beverages containing more than one-half of one percent (2%) by volume, including beverages commonly known as brandy, whiskey, rum, tequila, mescal, gin, wine, beer, malt liquor, and absinthe. The license is valid from the date of issuance until December 31 for the year of issuance. Fees are not prorated.
- CLASS 2 A Class 2 license is required for all on-sale retail sales of only beer and wine. "Beer" means any beverage produced by the fermentation of barley malt, hops, or a combination of these, including beverages commonly known as porter, ale, and malt liquor, if they contain not more than twelve (12) percent alcohol (ethanol) by volume. "Wine" means any beverage produced by the fermentation of grapes or other fruits containing natural or added sugar, including those fortified with grape brandy, if they contain not more than twenty-four percent (24%) alcohol (ethanol) by volume. You may not apply for this license if you also sell other types of liquor. The license is valid from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- CLASS 3 A Class 3 license is required for all off-sale retail sales of liquor. "Off-Sale Retailer" means any person selling liquor in unbroken packages, to be consumed elsewhere. The license is valid from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- CLASS 4 A Class 4 license is required for all off-sale retail sales of only beer and wine. You may not apply for this license if you also sell other types of liquor. The license is valid from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- CLASS 5 A Class 5 license is for wholesalers making sales at wholesale to retailers. The license is valid from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- RENEWAL (CLASS 1 OR CLASS 5) Check this box If the reason you are applying for a license is "Renewal" of an existing valid Class 1 or Class 5 license. A renewal is valid for one year from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- RENEWAL (CLASS 2, CLASS 3, OR CLASS 4) Check this box If the reason you are applying for a license is "Renewal" of an existing valid Class 2 or Class 3 or Class 4 license. A renewal is valid for one year from date of issuance until December 31 for the year of issuance. Fees are not prorated.
- SPECIAL EVENT LICENSE A Special Event license authorizes the sale of liquor for consumption on the premises specified for up to four (4) days. A Special Event license may be issued *only* to an organization which has been formed for purposes of a religious, philanthropic, social, fraternal, patriotic, political or athletic nature, and not for profit, or which is a charter branch, lodge or chapter of such an organization. No organization may be issued more than four (4) Special Event licenses in any single year. You must enter the date, including the month, day, and year, that the event will start. If you fail to enter a date, the date used will be the date of license approval.
- EXPEDITED DELIVERY If you want your license sent to your mailing address by Express Mail, an expedited delivery fee applies. The expedited delivery fee must be paid in addition to the applicable license fee. If this box is not checked, you will receive your license by regular U.S. Mail.

Business Information

- Line 1. Enter the Legal Business Name of the business. The legal name of a business can be the name of the person or entity that owns a business. If you are the sole owner of your business, the business's legal name is your full name.

If your business is a partnership, the legal name is in your partnership agreement. For limited liability companies and corporations, the business's legal name should be the same as the name registered with a state government.

- Line 2. Enter the Federal Employer Identification Number provided to you by the Internal Revenue Service. If you are a sole proprietor or do not have a Federal Employer Identification Number, enter your Social Security Number.
- Line 3. Enter the physical location of the business, including Street, City, State and Zip Code. If you are a wholesaler with no fixed place of business within the exterior boundaries of the Colorado River Indian Reservation, enter the physical location where you will be conducting business outside of the Reservation.
- Line 4. Enter the mailing address of the business, if different from Line 3.
- Line 5. Enter the telephone number for the business, including area code.
- Line 6. Enter the fax number for the business. If none, enter "None".
- Line 7. Enter an email address for the business. This can be the personal email address of the owner. If none, enter "None."
- Line 8. Enter the date you intend to start or started making sales of liquor on the Colorado River Indian Reservation.

Owner and Contact Information

- Line 9. Enter the name of the primary owner of the business. If the business is a corporation, please provide the name of a primary contact person or agent
- Line 10. Enter the mailing address for the primary owner of the business or the primary contact person or agent. This can be the same as Line 4.
- Line 11. Enter the telephone number for the primary owner of the business or the primary contact person or agent. This can be the same as Line 5.
- Line 12. Enter the fax number for the primary owner of the business or primary contact person or agent. This can be the same as Line 6. If none, enter "None".
- Line 13. Indicate whether you are an enrolled tribal member of CRIT. If yes, enter your enrollment number. If you are not an enrolled member of CRIT, skip this question.
- Line 14. Indicate whether you are an enrolled member of another Indian tribe. If yes, enter the name of the Indian tribe. If you are not an enrolled member of another Indian tribe, skip this question.
- Line 15. List the names of all persons that own an economic interest in your business, including: investors, owners, shareholders, directors, and officers as applicable. For each person listed, describe the nature and extent of their interest. For example: "John Doe, Owner of 100% of Business." Attach additional sheets if necessary.

Additional Business Information

- Line 16. Check the appropriate box to identify your business as either for profit or not-for-profit.
- Line 17. Check the appropriate box that best describes your business. Please check all that apply. If you check the IRS 501(c) box, you may be requested to provide proof of IRS 501(c) certification.
- Line 17a. If you checked the box for "Corporation" in Line 17, enter the state, states, or tribes where your business is incorporated. If you are not a corporation, skip this question.
- Line 18. Check the appropriate box or boxes to identify the type of liquor sales you intend to make.
- Line 19. Indicate whether you currently have a lease for land with the Colorado River Indian Tribes. If you do not have a CRIT land lease, skip this question.
- Line 20. Indicate by checking "YES" or "NO" whether your business has been issued a CRIT Tribal Business License within the past five (5) years. If yes, enter the previous CRIT business license number.
- Line 21. Indicate by checking "YES" or "NO" whether your business has been issued a CRIT Liquor License within the past five (5) years. If yes, enter the previous CRIT liquor license number.

- Line 22. Indicate by checking "YES" or "NO" whether you have previously applied for a CRIT Liquor License under another business name. If yes, enter the prior business name.
- Line 23. Indicate by checking "YES" or "NO" whether any liquor license from any tribal, federal, state or local government has been revoked or suspended, or if you have ever had an application denied. If yes, please identify where the revocation, suspension or denial took place, and why.
- Line 24. Indicate by checking "YES" or "NO" whether the principal owner and/or any officers, directors and stockholders who own ten percent (10%) or more of the business have been convicted of a felony in any state, federal or tribal court during the past five (5) years. If yes, please list the person's name, the crime(s) for which the person was convicted, the date of the conviction, the convicting jurisdiction, and explain the felony conviction.
- Line 25. Indicate by checking "YES" or "NO" whether your business is currently licensed by any other government for any purpose, including liquor sales. If yes, please list the type of license and the license number.
- Line 26. Indicate by checking "YES" or "NO" whether your business carries insurance required by Tribal law. All Class 1 and Class 2 licensees shall maintain insurance coverage insuring against liability for injuries or damage to property resulting from negligent or reckless conduct, whether in the management of licensed premises, or in violation of the prohibition against selling or giving liquor to an intoxicated person within the licensed premises, or permitting an intoxicated person to remain on the premises, in the amount of at least \$1,000,000.00 for bodily injury to any one (1) person, \$500,000.00 for any one (1) accident or personal injury, and \$100,000.00 for property damage. If yes, please list the name of your insurance carrier. If you are not applying for a Class 1 or Class 2 license, skip this question.

Consent and Verification

- Line 27. Read the conditions of license, and sign and date the application where indicated.

Frequently Asked Questions

How do I know if I need a tribal liquor license? A CRIT liquor license is required for any person or entity manufacturing or making sales (at either wholesale or retail) of liquor anywhere within the Colorado River Indian Reservation. A CRIT liquor license is required for sales made on fee land within the Reservation, and within the Town of Parker, and within Big River, California. Each business is responsible for determining which type of license it needs.

Do I need a license even if I do not provide liquor to members of the general public? Yes. A CRIT liquor license is required for any provision of liquor, even if it is only to members of a private club or fraternal organization.

If I have a CRIT liquor license, do I still need to comply with other laws and apply for other licenses? Yes. Your business may have additional tribal, local, state, or federal licensing requirements. Each business is responsible for complying with all applicable laws and regulations.

Can I buy the liquor I intend to sell from any wholesaler? No. You may only purchase liquor for resale from wholesalers that have a Class 5 CRIT Liquor License.

Is the information submitted to the Liquor Control Board confidential? Yes. Personal information, such as your employer identification number or social security number, is confidential and will not be disclosed to persons not affiliated with the Liquor Control Board or the Department of Revenue and Finance, except as required by applicable law.

What do I do if I move my business or change my business's name? Any update to business information must be reported to the Liquor Control Board. A new application and application fee will be required. You should indicate in the "Transaction Type" that you changed name or location.

How do I renew my license? It is your responsibility to renew your liquor license on time, regardless of whether the Liquor Control Board issues a courtesy reminder notice. Penalties are assessed for delinquent accounts, regardless of whether you receive a renewal notice. If your license is eligible for renewal, you will receive a partially completed application from the Liquor Control Board. You should indicate in the "Transaction Type" section that you seek a "Renewal". You should then check one of the "Renewal" boxes in the "Type of License Requested" portion of the application. You should verify that all of the Liquor Control Board's information about your business is correct.

What do I do if I sell or close my business? Liquor licenses are not automatically canceled. You must contact the Liquor Control Board to cancel your license. Fees will not be prorated. Please be prepared to provide the date the business closed or sold, and the name of the new owner, if applicable.

Are there penalties if I forget to apply for a license on time? Yes. All late applications and payments are subject to penalties. Certain other violations of the Tribes' Health and Safety Code may result in forfeiture of your license and civil fines of \$100.00 for each violation.