

WINE LICENSE RENEWAL CHECKLIST

- _____ City application form fully completed, signed and **NOTARIZED**.
- _____ Completed City application for Renewal On-Sale Wine License, signed, notarized if applicable
- _____ State Form 9093 – “Renewal of Liquor, Wine, Club or 3.2% Licenses”
- _____ Insurance certificate of liquor liability that covers your license period completely. Certificates must be in your exact corporate name if you are incorporated, or individual name(s) if not incorporated. The liquor licensing period runs from July 1 to June 30. The minimum limits of the policy are \$100,000 and \$300,000 aggregate per policy year per licensed location and are in accordance with MN Statute 340A, Subd. 1 - be sure the limits are in accordance with State Statute.
- _____ Workers Compensation insurance form - check if you have employees, or if no employees, a statement to that effect.
- _____ Authorization form fully completed and signed.
- _____ Tax Clearance form fully completed and signed.
- _____ \$300 license fee payable to the City of Brainerd (101-32110)

CITY OF BRAINERD RENEWAL ON-SALE WINE LICENSE APPLICATION

Whoever shall knowingly and willing falsify the answers to the following questionnaire shall be deemed guilty of perjury and shall be punished accordingly. In answering the following questions "APPLICANTS" shall be governed as follows: For a partnership, one of the partners shall execute this application for all members of the partnership. For a corporation, one officer shall execute this application for all officers, directors and stockholders. The term of the license is for _____

Please print

Applicant Legal Name (Individual, Partner, Officer of Corporation) _____
Applicant Corporation Name _____
Doing Business As _____
Business Address _____
Business Phone Number _____
Home Address _____

_____ Check if no changes since last applying for renewal of license.

Is applicant seeking a Sunday Wine license in conjunction with the wine license for this location? _____ Yes _____ No

(Names of officers, directors and stockholders)

State whether applicant, or any associates in this application have ever had an application for a liquor license rejected by any City or State authority; if so, give date and details _____

Has the applicant and associates in this application during the five years immediately preceding this application ever had a license under the MN Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give date and details _____

State whether the applicant or any associates in this application during the past five years were ever convicted of any liquor law violations or any crime in this State or any other state, or under Federal Laws; if so, give date and details _____

Applicant and associates in this application will strictly comply with all the Laws of the State of Minnesota governing the taxation and the sale of intoxicating liquor; rules and regulations promulgated by the Liquor Control Director; and all ordinances of the City; and I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge.

Applicant Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

Notary Public, _____ County

This is to certify that the applicant, or his associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, or City Ordinances relating to Intoxicating Liquor, except as hereinafter stated:

Chief of Police Signature _____ Date _____

Fire Chief Signature _____ Date _____

Council Approval Date _____ License Number _____

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
--	--------------------------------------

DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
---	------	-------	----------

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
--	----------------	-----------------

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
---------------------------------	-------	------

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

CITY OF BRAINERD

FORM SP:C1 - TAX CLEARANCE INFORMATION

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses. The licensing authority is require to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest:
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Services :
3. Failure to supply this information may jeopardize or delay the processing of your licensing insurance or renewal application.

Please supply the following information and return along with your application to the agency issuing this license. Do not return to the Department of Revenue.

LICENSE BEING APPLIED FOR OR RENEWED:

LICENSING AUTHORITY: City of Brainerd

LICENSE RENEWAL DATE:

PERSONAL INFORMATION (if applicable):

Applicant's Name _____

Applicant's Address _____

City State Zip Code

Social Security Number _____

BUSINESS INFORMATION (If applicable):

Business Name _____

Business Address _____

City State Zip Code

Minnesota Tax Identification Number _____

Federal Tax Identification Number _____

If Minnesota Tax Identification number is not required, please explain on the reverse side.

Signature Position(Officer, Partner, Individual, Etc.)



CITY OF BRAINERD

AUTHORIZATION & RELEASE

The undersigned, having filed an application with the City of Brainerd realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Please complete the following information:

Full Name (please print): _____
First Middle Last

Date of Birth: _____

Please list **all** other names you are or have been known by, to include maiden name, previous married names, alias names, and nicknames: _____

Address: _____
Street Address City State Zip

Previous Address: _____
Street Address City State Zip

SIGNATURE OF APPLICANT

DATE

State of _____

County of _____

On _____, _____ personally appeared before me to be the signer of
Date Full Legal Name of Applicant

this document.

Signature of Notary Public

My Commission Expires

(SEAL)

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133
 (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555

RENEWAL OF LIQUOR, WINE, OR CLUB LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor is also required by M.S. 340A.404 S. 3 to report any license cancellation.**
 License Code _____ License Period Ending _____ ID # _____
 City/County where license approved _____

Licensee Name _____

Trade Name _____

Licensed Location address _____

City, State, Zip Code _____

Business Phone _____

LICENSE FEES: Off Sale \$ _____ On Sale \$ _____ Sunday \$ _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, and then sign below.
4. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
5. Licensee confirms that Workers Compensation insurance is in effect for the full license period.
6. Licensee confirms that it has no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of this renewal.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in the city/county where the license is issued. \$100,000.00 in cash or securities or a \$100,000.00 surety bond may be submitted in lieu of liquor liability

Licensee

Signature _____ Date _____

(Signature certifies all above information to be correct and license has been approved by city/county.

City Clerk/County Auditor Signature _____ Date _____

(Signature certifies that an on-sale intoxicating liquor license has been approved by the city/county as stated above).

County Attorney Signature _____ Date _____

County Board issued licenses only (Signature certifies licensee is eligible for license)

Police/Sheriff Signature _____ Date _____

(Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, and then sign here.

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorneys fees.

PS 9093-2009

Indicate below changes of corporate officers or partners, including: home addresses or telephone numbers. NOTE: Officers or partners may not be a person under 21 years of age.

Report below, details of liquor law violations, both civil and criminal including dates and offenses, fines or other penalties; including Liquor Control penalties. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

Report below details involving any license rejections or revocations. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

City/County Comments:
