



ELKO COUNTY LIQUOR LICENSE APPLICATION



Any person wishing to engage in the business of selling or to hold for sale or offer for sale to any person any liquor within Elko County shall by written application petition the Elko County Commission/Liquor Board by filing the application with the required license fees with the Elko County Sheriff, who shall present the application to the board at a regular scheduled meeting.

In consideration for processing this application; a fee of \$60.00 will be assessed in accordance with the County Code; Chapter 4, Elko County Liquor Board Liquor Code which must be submitted to the Elko County Sheriff's Office along with this application.

LIQUOR LICENSE APPLICATION Cost: \$60.00

INSTRUCTIONS/Check List: The following is a list of required information and documents.

No.	DESCRIPTION	Included Yes or No
1	One fingerprint cards must accompany this application. Fingerprint cards are required for each applicant who will be listed on the license(s). All applicants must present themselves to the Elko County Sheriff's office for fingerprinting. The cost for this service is included in the application fee.	
2	Provide the information required for each individual owner, partner, and other responsible persons in the business on the attached forms. (Applicant Business Information); (Personal License Information Application)	
3	Provide a financial statement. Personal financial statement if the business is new and has been open for less than one (1) year.	
4	Obtain three (3) letters of recommendations.	
5	Provide a copy of the health certificate from the State of Nevada with the license applicant's name or business name included on the certificate.	
6	Provide a copy of a letter from the State Department of Taxation showing proof of the account/business.	
7	Complete the authorization form, Civil Applicant Waiver, for background, records and reports waiver and release of liability.	

Questions: Please call the Elko County Sheriff's Office at: 775.738.3421.



FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by Elko County Sheriff's Office that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize Elko County Sheriff's Office to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detainments, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court

disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

City: _____ State: _____ Zip: _____

Contact Telephone Number: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Elko County Sheriff's Office
775 West Silver Street
Elko, NV 89801

Agency Representative: _____
(Please Print: Last, First, Middle)

Agency Representative's Signature: _____

Date: _____



WAIVER AND LIABILITY RELEASE

In consideration for the processing of my application for an Elko County Liquor License;

I, _____, do hereby irrevocably agree to the following:
(Please Print Your Full Name)

Waiver of Liability

I hereby release from liability and promise to hold harmless under and all causes of legal action, the Elko County Sheriff's Office, its agents or employees, and any and all persons or entities in the pursuance of my background investigation.

Release of Information

I authorize, for a period of two (2) years from the date of signature on this document, any person or entity contacted by the Elko County Sheriff's Office, its agents or employees, during the course of my background investigation, to furnish to said persons or entities any and all information that they may have concerning me, including, but not limited to, any confidential or privileged information, employment personnel files, any sealed data or materials not sealed by court order, or agreed to be withheld information pursuant to any prior agreement or court proceeding involving disciplinary matters or any other information or opinions they may have.

Investigation Discovery Waiver

Pursuant to NAC 284.718 and NAC 284.726, confidentiality is imperative. Therefore, I hereby waive, without reservation, any right I may have, now or in the future, to examine, review or otherwise discover the contents of this background investigation and all related documents thereto. This waiver shall apply to any right of action of any nature whatsoever, which may accrue to me, my heirs, or my personal representatives(s).

(Notary Seal)

Dated this _____ day of _____ 20__.

Signature of Person Waiving Rights

State of Nevada
County of Elko

Subscribed and Sworn before me this _____ day of _____, 20 ____.

Signature of Notary



APPLICANT(S)/BUSINESS INFORMATION

This application shall include the names of all persons having an interest in the areas of business, including the names, addresses, and information of all officers, directors, resident agents, and/or individuals whom shall actively own and or manage the business for which the license(s) is/are requested. **(A separate form should be used for individual owner, partner and other responsible persons in the business. Please make copies of the necessary forms.)**

*(If said company is a corporation and the stock is **not sold** to the general public; include the names and addresses of all stockholders holding more than 25% of the issued stock of the corporation.)*

DATE OF APPLICATION: _____

Applicant: _____

Applicant's Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant's Contact Information: Home Telephone: _____

Cellphone Number: _____

E-Mail: _____

Business Name: _____

(Name listed on the License)

Address of Business: _____

(Mail Billing Invoices To)

City: _____ **State:** _____ **Zip:** _____

Name of Location (DBA): _____

(Example: ABC Bar & Grill)

Address of Location: _____

City: _____ **State:** _____ **Zip:** _____

Business Telephone Number: _____

Applicant/Business Information

State Where Business was Incorporated: _____

Owner of Premises, if not Applicant: _____

Telephone of Premises Owner: _____

Please Indicated if Premises is Leased or Purchased: _____

LIQUOR CLASSES (Mark all that apply)

Definition: Liquor – Whiskey, wine, beer, malt liquor, gin, cordials, ethyl alcohol or rum, and any other beverage or substance with an alcoholic content of one-half of one percent (0.05%) or more by volume in which is used for beverage purposes.

_____ **Retail Liquor License, _____ #No. of Bars (Charged for each bar) \$60.00**

The sale of liquor by the drink by the licensee at the premises specified in the license, as well as, the sale of unopened liquor in its original container in packages by the licensee at the premises specified in the license for consumption off the licensee’s premises.

A retail liquor license permits the sale of wine or beer in the original container for consumption on the licensee’s premises if the original container is opened at the time of the sale.

_____ **Retail Wine and/or Beer (Dining Room Only) \$60.00**

_____ **Wholesale Liquor License (All Liquor, Beer, Wine) \$100.00**

The sale of liquor to persons with valid packaged or retail liquor license.

_____ **Packaged Liquor License \$60.00**

The sale of unopened liquor in its original container in a package by the licensee at the premises specified in the license for consumption off of the licensee’s premises.

_____ **Caterer’s License \$60.00**

The sale of beers, wines and liquors by the drink at entertainments, special occasion parties and social gatherings catered by the licensee on the premises of the caterer or at locations within the unincorporated areas of the County.

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Applicant/Business Information**

Application is for quarter beginning _____, 20_____.

All applications must include a financial statement, applicable fees and at least three (3) letters of recommendation. Please see Check List on the first page of this application.

We, the undersigned petitioners, are all of the persons whom shall conduct or have an interest in the business for which a license(s) is requested. If the applicant is a corporation, club, or organization with members and written authority from the corporation is filed with the Sheriff, then the application may be verified by the corporation's president or secretary or the person who shall actively manage or conduct the business.

Applicant:

Dated this _____ day of _____, 20_____.



**ELKO COUNTY
LIQUOR LICENSE
CODE**