Department of Business License

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PRIVILEGED BUSINESS LICENSE APPLICATION PACKET –Instructions, Checklist and Forms

Approved for use by Clark County
Department of Business License

Privileged Business License Instructions:

- Read the *General Instructions*
- Print the RELEVANT Privileged Business License **Forms** and *Information*.
- Return your Payment(s), Checklist and completed application to Clark County Business License.

General Application Instructions:

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION
NOTE: ALL SUBMITTED FORMS BECOME THE PROPERTY OF THE LAS VEGAS METROPOLITAN POLICE DEPARTMENT

1. Documents requiring notarized signature will NOT be accepted if the signature is more than three-months old at time of submittal.
2. All hand written answers must be in **BLACK** ink and in block lettering. Illegible applications WILL NOT be accepted.
3. Please **DO NOT SUBMIT THIS FORM ELECTRONICALLY**; this document contains sensitive personal information and is not designed to be secure via e-mail transmission.
4. You must make accurate statements and include all material facts. Any misrepresentation, or the failure to provide requested information, may result in the denial of your application.
5. Read each question carefully prior to answering. Answer every question completely. Do not leave blank spaces. If a question does not apply to you indicate “Does Not Apply.” If there is nothing to disclose, indicate “None.” Failure to provide a response to every question could result in the rejection of your application and/or lengthen the amount of time needed to complete the investigation.
6. Signatures and initials must be made in **BLACK** ink.
7. If the space available is insufficient to respond to a question, you are to supply the required information on an attachment page and clearly identify which question you are answering.
8. Additional information may be required by the Clark County Department of Business License or the Metro Police Investigator. Failure to provide the requested documents in a timely manner could result in denial of your application.
9. Once your application is accepted, it becomes the property of the Las Vegas Metropolitan Police Department. It will not be returned and the LVMPD does not make copies of any documents relating to the application. The applicant is advised to make copies before submitting the application.
10. **IT IS THE RESPONSIBILITY OF EACH APPLICANT FOR A LICENSE TO THOROUGHLY FAMILIARIZE HIMSELF/HERSELF WITH ALL APPLICABLE ORDINANCES, RULES AND REGULATIONS PERTAINING TO THE PARTICULAR LICENSE APPLIED FOR.**

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INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY DELAY THE PROCESSING OF YOUR APPLICATION AND MAY RESULT IN YOUR APPLICATION BEING RETURNED

Therefore, it is recommended that applicants for liquor and/or gaming licenses schedule an appointment for an application review with the Liquor and Gaming License Technician.
Applications should be mailed in/dropped off only if you are absolutely certain your application is complete.

APPOINTMENTS ARE AVAILABLE FOR PRIVILEGED LICENSES
8 A.M. TO 3 P.M.
Monday through Thursday, except Holidays

To schedule an appointment, call (702) 455-0174 or leave a message at (702) 455-4125

This Privileged Business License Application Packet includes the following:

I. Liquor/Gaming License Forms:

1. **Application Checklist**
2. **General Business License Application, FFN and Zoning Approval**
3. **Application Form for Alcoholic Liquor License**
4. **Three (3) page Application Form for Gaming License**
5. *Notification Concerning the Issuance of Temporary Licenses*
   - Note that Temporary Gaming licenses cannot be issued prior to Nevada Gaming Commission approval
6. **Temporary Privileged License Request Form**
7. **Business Supplemental Questionnaire**
8. **Floor Plan Cover Page and Instruction Sheet**

II. Personal Suitability for Owners and Officers Forms:

Note that The Nevada Gaming Control Board 'Personal History Record' and 'Personal Financial Questionnaire' will be accepted in lieu of the LVMPD Personal History Form and Personal Financial Questionnaire. All other forms and supplemental documentation are still required.

9. **Las Vegas Metropolitan Police Department ('LVMPD') Personal History Form**
10. **LVMPD Authorization to Release Information Forms**
11. **LVMPD Personal Financial Questionnaire**
12. **LVMPD Corporate, Limited Liability Company or Limited Liability Partnership Financial Questionnaire**

III. Other:

13. *Additional Information Relevant to Privileged Licensing Process*

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Application Checklist:

- Complete and return this checklist with your application. All applications must be arranged in the order listed below. A complete application will consist of the applicable documents/items listed below and any additional documents/items as may be necessary and/or required per Clark County Code.
- A cover sheet explaining your proposed business activities, including a brief description of your source of funds is appreciated.
- Applications will not be accepted in a "piecemeal" manner. All incomplete applications will be returned.

Business License Fees

- ❒ Appropriate Business License fees, as determined by Business Activity, payable to Clark County Department of Business License (CCBL) – *Refer to Liquor & Gaming Business License Application Forms*
- ❒ An Applicant application fee of $45 for each person (owner/officer/key employee) submitting an application for determination of suitability, payable to CCBL

Las Vegas Metropolitan Police Department Investigation Fees

- ❒ Liquor Investigation fee of $350 for each person submitting an application for determination of suitability, payable to LVMPD (company check, cashier's check or money order, only)
- ❒ Gaming Investigation fee of $350 for each person submitting an application for determination of suitability payable to LVMPD (company check, cashier's check or money order, only)

Application Documents

- ❒ CCBL General Business License Application w/ NV Dept. of Taxation Registration and Zoning Approval
- ❒ CCBL Liquor License Application (if applicable)
- ❒ CCBL Gaming/General/Convention License Applications (if applicable)
- ❒ Copy of the Nevada State Gaming License Application (if applicable):
  - ❒ For Individual(s)
  - ❒ For Business Entity(s)
- ❒ NV Dept of Taxation Importer/Wholesaler application and fees (if applicable)

Additional Documents

- ❒ Request for Temporary Liquor / Gaming License Form (if applicable)
- ❒ Business Supplemental Questionnaire (BSQ)
  - ❒ **All Required Attachments as outlined in Question 20**
  - ❒ Provide explanation for items not included
- ❒ Space Lease/Participation Agreement (if applicable)
- ❒ Business Purchase Agreement (if applicable)
- ❒ Floor plan of the proposed business detailing location compliance with liquor/gaming code requirements

- ❒ Las Vegas Metropolitan Police Department ('LVMPD') Corporate/Entity Financial Questionnaire (CFQ) - *Applicable if Operating Entity has existed for three-years or more, or for any Business Entity from which the business Source of Funds are derived*
  - ❒ Original with notarized signatures
  - ❒ Complete copy
- ❒ Most recent three months' bank account statements for the business/entity
  - ❒ (Two Sets)
- ❒ Most recent three years Federal Income Tax Returns for the business/entity
  - ❒ (Two Sets)

Initials _____/_____

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Personal Suitability Application for Owner(s)/Officer(s)/Revenue Sharing/Lender(s)

- All officers and/or owners with 10% or more ownership interest in the business must file a Personal Suitability Application
- *The Nevada Gaming Control Board* '*Personal History Record'* and '*Personal Financial Questionnaire'* (two complete copies of each) will be accepted in lieu of the LVMPD Personal History Questionnaire-Long Form and Personal Financial. All other forms and supplemental documentation are still required.
- Include a separate checklist for each individual applicant

❒ LVMPD Personal History Form (PHF)
  - ❒ Original with original notarized signatures
  - ❒ Complete copy

❒ Two LVMPD Authorization to Release Information forms attach:
  - ❒ Color passport sized photo
  - ❒ Copies of
    - ❒ DD 214 (if applicable)
    - ❒ Birth Certificate, Certificate of Naturalization, Resident Alien (Green) Card or Visa. (A valid Passport is NOT accepted in lieu of Birth Certificate)
    - ❒ Driver's license or other Government Issued Photo ID. – Front & Back
    - ❒ Passport (if applicable)

❒ LVMPD Personal Financial Questionnaire (PFQ)
  - ❒ Original with original notarized signatures
  - ❒ Complete copy

❒ Most recent three months' individual bank account statements. If not available, provide explanation.
  - ❒ (Two Sets)

❒ Most recent three years individual Federal Income Tax Returns If not available, provide explanation.
  - ❒ (Two Sets)

Personal Suitability Application - Key Individual (if applicable)

- Any employee of a liquor and/or gaming licensee having the power to exercise a significant influence over decisions concerning any part of the operation of a liquor licensee must file a Personal Suitability Application.
- A complete copy of *The Nevada Gaming Control Board* '*Personal History Record'* will be accepted in lieu of the LVMPD Personal History Questionnaire. All other forms and supplemental documentation are still required.
- Include a separate checklist for each individual applicant

❒ Letter from Employer designating Individual as a Key Employee, and job title (NGCB application may be submitted in lieu of this letter)

❒ LVMPD Personal History Form (PHF)
  - ❒ Original with original notarized signatures

❒ Two LVMPD Authorization to Release Information forms attach:
  - ❒ Color passport sized photo
  - ❒ Copies of
    - ❒ DD 214 (if applicable)
    - ❒ Birth Certificate, Certificate of Naturalization, Resident Alien (Green) Card or Visa. (A valid Passport is NOT accepted in lieu of Birth Certificate)
    - ❒ Driver's license or other Government Issued Photo ID. – Front & Back