



## Public Airport All-Beverages License Application

**Application for a Public Airport license must be made by the agency owning and operating the airport.**

*Note: We cannot approve this application until we receive approvals from building, health, and fire code officials. Approvals can be accepted electronically or by telephone, US Mail or fax.*

### Section 1. General Information

*Note: List the name of the public agency that owns and operates the airport.*

Name of Applicant(s) \_\_\_\_\_

Federal Employer Identification Number   -

**OR**

Social Security Number    -   -

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email Address \_\_\_\_\_

Check this box if you prefer to receive an annual reminder email to complete your renewal electronically.

Location Address \_\_\_\_\_  
(Street Address, City, State and Zip Code)

Mailing Address \_\_\_\_\_  
(Street Address, City, State and Zip Code)

### Section 2. Type of Transaction and Fee

New License \$800 (*There is no annual fee.*)

Process Fee \$400

Total Amount Enclosed      \$ 1200

### Section 3. Corporate Statement

All entities, except sole proprietorships, must provide the following information for all shareholders, members or partners.  
(Please include additional pages if necessary.)

1	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
2	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
3	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
4	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership

### Officers and Directors (Use additional sheet of paper if necessary.)

1	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
2	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
3	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
4	Officer or Director Name	SSN
	Address	
	Date of Birth	Title

#### Section 4. Qualification Questions

1. Does any applicant, member, shareholder or partner have ownership interest in another all-beverage license, agency liquor store, manufacturer, beer wholesaler or table wine distributor license in any state or country?  
 Yes Please explain \_\_\_\_\_  
 No
2. Does any person other than the applicant have financial interest in your business?  
 Yes Please list the name, address and give a brief description of the involvement (include additional paper if necessary) \_\_\_\_\_  
 No
3. Is the location to be licensed within a zone or area where the sale of alcoholic beverages is not allowed by city or county ordinances?  
 Yes  
 No
4. Do you own or are you purchasing the building proposed for licensing?  
 Yes Please send a purchase agreement or current tax bill.  
 No Please send a lease agreement.
5. Do you own the furniture, fixtures and equipment used at the location?  
 Yes  
 No Please send a lease or purchase agreement.
6. Is the building complete and ready for use?  
 Yes  
 No Please provide expected date of completion \_\_\_\_\_
7. Is the license to be leased?  
 Yes Lessee is required to complete the Public Airport Lessee Application.  
 No
8. If the license will not be operated under a lease agreement by the agency owning and operating the airport, will you have a manager to oversee the day-to-day operations of the liquor license?  
 Yes Name of manager \_\_\_\_\_  
 No

## Section 5. Additional Application Materials

Special Instructions. If personal history statements and fingerprint cards are included with your application, you are required to enclose them in the "Confidential" envelope provided. These are confidential documents and must be kept separate from your other application documents.

- Copies of all airline schedules serving the airport;
- Documentation verifying the airport facility has a minimum of 20,000 passengers enplaning and deplaning annually;
- Copy of the floor plan of the area to be licensed, using approximate dimensional measurements, including external dimensions and general layout – on an 8-1/2" x 11" sheet of paper. Note: On the floor plan you will need to clearly mark the areas where alcohol will be served, sold and stored. The floor plan must contain outside dimensions, the name of the establishment, physical address and date;
- Bank signature card for the entity owning and operating the airport;
- Federal Employer Identification Number (FEIN) as filed with the Internal Revenue Service (IRS). You can apply for a FEIN on the IRS website at [www.irs.gov](http://www.irs.gov) by clicking on the link under Online Services;
- Documents verifying the applicant has possessory interest in the building where the business is operated; this can include items such as a lease, rental agreement, purchase option or finance agreement;
- Management Agreement for any individual who manages the day-to-day business of the liquor operation;
- Personal history statement and two fingerprint cards for each individual involved in the ownership (including officers and directors), lease or management of the license (See Special Instructions above);
- Liquor Division Authorization to Disclose Tax Information form.

## Section 6. Declaration and Affidavit

This application needs to be signed by the chief executive officer of the agency.

I/We declare under penalty of false swearing that the information provided on this application, including required and applicable documents, is true, correct, and complete.

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Signature	Date	Printed Name	Title
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Mail completed application and all necessary documents to:

Montana Department of Revenue  
Liquor Control Division  
PO Box 1712  
Helena, MT 59624-1712

**Questions?** Call us toll free at 1-866-859-2254 (in Helena, 444-6900), or fax 406-444-0722.