



City Clerk's Office
11701 Community Center Dr.
Northglenn, CO 80233
303.450.8755

Retail Tobacco License New License Application

Submittal Requirements and Processing Information

The following documents/information must be submitted as part of the City of Northglenn Retail Tobacco License Application:

- ✓ A completed City of Northglenn Retail Tobacco License Application.
- ✓ Required attachments:
 - If the applicant is a business entity, information regarding the entity, including, without limitation, the name and address of the entity, its legal status, and proof of registration with, or a certificate of good standing from, the Colorado Secretary of State, as applicable;
 - A Retail Tobacco Background Investigation Form and a complete set of fingerprints are required for each applicant, partner, officer, director, manager, and all persons having a ten percent (10%) or more financial interest in the business that is the subject of the application or, if the applicant is an entity, having a ten percent (10%) or more financial interest in the entity;
 - A copy of any deed, lease, contract or other document reflecting the right of the applicant to possess the proposed licensed premises;
 - A copy of the State of Colorado Retail Tobacco License or a copy of the Application for a State Retail Tobacco License.
- ✓ Applicable fees, per license:
 - \$300.00 license fee.

Following is an overview of the processing steps for a Retail Tobacco License:

- 1) The first step in obtaining a Retail Tobacco License is to submit a completed application, all required attachments, and appropriate fees to the City Clerk's office.
- 2) A Retail Tobacco License may only be issued in certain locations within the City of Northglenn. If you have questions about your proposed location, please contact the Department of Planning and Development at 303-450-8741 or 303-450-8836 to verify that the proposed location meets the distance and zoning requirements.
- 3) The application requires a complete set of fingerprints to be submitted for the applicant and all applicable individuals. Refer to the fingerprinting instruction sheet for detailed information.
- 4) A criminal background history will be conducted by the Police Department on the applicant and all applicable individuals. It is important that information contained within the application and attachments is complete and accurate. Any misrepresentations or omissions may affect the issuance of a license.
- 5) If interior or exterior changes are proposed to the tenant space or building, the applicant will need to contact the Building Department at 303-450-8745 for information related to applicable building codes and necessary permits. A valid certificate of occupancy must be obtained prior to a Retail Tobacco License being issued.
- 6) If a sign is proposed, a sign permit may be required. Signs shall comply with Chapter 11, Article 4 and all applicable articles of Chapter 18 of the Northglenn Municipal Code. Contact the Building Department at 303-450-8745 for information on sign regulations and permitting.
- 7) The applicant must obtain a City of Northglenn Business and Sales Tax License. Questions regarding the reporting of sales tax should be directed to the Department of Finance at 303-450-8729.

- 8) Upon receipt of a completed application, the City Clerk's Office will circulate the application to all affected departments of the City to determine whether the application is in full compliance with all applicable laws, rules and regulations.
- 9) The City Clerk shall issue a decision regarding the application within thirty (30) days of receipt of the complete license application. Information regarding the appeal of a decision may be found in Northglenn Municipal Code Section 18-19-8, Processing and Consideration of Application.
- 10) Approval of the City of Northglenn Retail Tobacco License application by the local licensing authority does not eliminate the need for the licensee to obtain other required permits or licenses related to the operation of the business. All associated licenses and permits, to include a State of Colorado Retail Tobacco License, shall be approved and effective prior to the retail sale of tobacco products within the City of Northglenn.



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northglenn.org

Retail Tobacco License

New License Application

\$300.00 License Fee

Applicant: _____

Individual Corporation Partnership Limited Liability Company Other _____

Mailing Address: _____
Street City State Zip Code

Trade Name (or DBA) of Business: _____

Address of Business: _____ Zip Code: _____
Street Unit #

Business Phone: _____ Email Address: _____

Are the premises owned or rented? _____ If rented, name of property owner: _____

Lease Expiration Date: _____ Property Owner's Phone Number: _____

Name of On-Site Manager: _____ Date of Birth: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant held a Retail Tobacco License in any jurisdiction in the past?

Yes No If yes, explain in detail: _____

Has the applicant, any partners, officers, directors, employees, or shareholders (greater than 10% financial interest) of said applicant been denied or had a Retail Tobacco License suspended or revoked by any jurisdiction in the past?

Yes No If yes, explain in detail: _____

Has the applicant, any partners, any officers, any directors, any employees, or any shareholders (greater than 10% financial interest) of said applicant ever been in default or are there currently any delinquencies on any tax, government issued student loans, or child support obligations?

Yes No If yes, explain in detail: _____

State of Colorado Retail Tobacco License Number: _____ Expiration Date: _____

State of Colorado Sales Tax Number: _____ City of Northglenn Sales Tax Number: _____

Acknowledgement:

I declare under the penalty of perjury that this application, including the background investigation forms and any accompanying statements or documents, have been examined by me and to the best of my knowledge and belief are true, correct, and complete. I also declare that I have been given a copy of Northglenn Municipal Code Chapter 18, Article 19, as applicable, pertaining to tobacco retailers. I acknowledge that any violation of the Retail Tobacco License is subject to provisions of Section 18-19-12 of the Article.

Signature of Applicant: _____ Date: _____



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Retail Tobacco License Background Investigation Form

Name of Individual (Last, First, Middle): _____

List any other names you have used: _____

Residence Address: _____

Social Security Number: _____ Date of Birth: _____

Trade Name (or DBA) of Business: _____

Address of Business: _____

Your Role in the Business: _____

Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? Yes No If yes, explain in detail:

Have you ever been in default or are you currently delinquent on any tax, government-issued student loan, or child support obligation? Yes No If yes, explain in detail: _____

Have you ever failed to file any tax return with a taxing agency? Yes No If yes, explain in detail:

Have you held a Retail Tobacco License in any jurisdiction in the past? Yes No If yes, explain in detail: _____

Have you been denied or had a Retail Tobacco License suspended or revoked by any jurisdiction in the past?

Yes No If yes, explain in detail: _____

A complete set of fingerprints are required. Refer to the fingerprinting instruction sheet for detailed information.

Pursuant to Northglenn Municipal Code Chapter 18, Article 19, the Northglenn Police Department will obtain and review criminal background records on the applicant from the Colorado Bureau of Investigation. Applicants who have been convicted of a felony violation within the past five (5) years are not eligible for a Retail Tobacco License.

_____ I have read and I understand the above statement. I further acknowledge that I have obtained and examined a copy of Northglenn Municipal Code Chapter 18, Article 19, pertaining to tobacco retailers.

_____ As party to a City of Northglenn Retail Tobacco License application, I hereby authorize the release of any and all information of a confidential or privileged nature to the City of Northglenn Police Department and its agents.

_____ I hereby release the City of Northglenn, its officers, elected officials, employees, attorneys, and agents from any liability or damage which may result from furnishing the information requested.

_____ I further certify the facts contained within this background investigation form are true and correct and I understand that any falsification, misrepresentation or deliberate omission will affect the issuance of a license.

Signature

Date

STATE OF _____)
)
COUNTY OF _____)

Sworn to before me this _____ day of _____, 20____, by _____.

Notary Public

My Commission Expires: _____



Fingerprinting for License Applications Colorado Applicant Background Services (CABS)

Privacy Statement – Notice to Applicants

The City of Northglenn is authorized to collect criminal history record information (“CHRI”) to investigate the qualifications of license applicants under the following Colorado Revised Statute (C.R.S.) Sections:

- Liquor Licensing: C.R.S. 44-3-307(3)(a)
- Marijuana Licensing: C.R.S. 44-10-307(4)(a)
- Other Licenses, as applicable (public check, CBI only): C.R.S. 24-72-304

You are hereby notified that, where applicable, in addition to the criminal history records of the Colorado Bureau of Investigation (CBI), your fingerprints may be used to check the criminal history records of the Federal Bureau of Investigation (FBI). When you submit your fingerprints and associated personal information, you must be provided with, and acknowledge receipt of, the documents attached to this notice:

1. Privacy Act Statement
2. Privacy Act Applicant Rights
3. Colorado Bureau of Investigation (CBI) Notice to Applicants

If you have a CHRI record, your license application may not be denied based on your record until you have been afforded a reasonable time to correct or complete your record, or until you have declined to do so. If your fingerprint background check reveals a CHRI record, you may seek a change, correction, or update of your record in accordance with the Colorado Bureau of Investigation Notice to Applicants and the procedures set forth in at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Acknowledgement of Applicant

By signing below, the applicant acknowledges its receipt of this document and the Privacy Act Statement, the Privacy Act Applicant Rights Statement, and the CBI Notice to Applicants.

Signature

Printed Name

Date

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



COLORADO
Bureau of Investigation
Department of Public Safety

Biometric Identification and Records Unit
690 Kipling Street, Suite 4000
Denver, CO 80215
303-239-4208

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, YOUR FINGERPRINTS WILL BE SUBMITTED TO AND RETAINED BY THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 4000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from the CBI'S Website at <https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>

Disposition information is available from the website <https://www.courts.state.co.us>
For Denver cases, <https://www.denvercountycourt.org/>

Sealing information is available from the website
<https://www.courts.state.co.us/Forms//SubCategory.cfm?Category=Seal>
or <https://www.colorado.gov/pacific/cbi/disposition-update-and-sealing-arrest-record>, CBI's website.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI Information, and can be found at their website at:
www.fbi.gov/services/cjis/identity-history-summary-checks

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who may request a copy of a record (or proof that a record does not exist)?
Only you can request a copy of your own Identification Record.

How to request a copy of your record.

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI.](#) See above FBI website for information)

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBICJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.





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Fingerprinting for License Applications Colorado Applicant Background Services (CABS)

Colorado Bureau of Investigation (CBI) utilizes the following third-party vendors to facilitate the fingerprinting process for the criminal history check portions of applicant background investigations.

Make an appointment at the vendor of your choice:

<p><u>Colorado Fingerprinting</u> 1 (833) 224-2227 https://www.coloradofingerprinting.com/cabs/</p>	<p><u>Identogo</u> 1 (844) 539-5539 https://uenroll.idetogo.com</p>
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Provide the following agency information to the vendor:

CBI Account Number: CONCJ6226
Unique ID: 6226LLQH
Employer and Address: Northglenn City Clerk's Office
 11701 Community Center Dr.
 Northglenn, CO 80233

Service Codes	Colorado Fingerprinting	IdentoGo
Liquor	6226LLQH	25YQ6K
Marijuana	6226POTI	25YQ8H
Massage Parlor	6226PUBA	25YQBF
Pawn Broker	6226 PUBA	25YQBF
Tobacco Retailer	6226 PUBA	25YQBF

Reason Fingerprinted, as applicable:

- Liquor Licensing, C.R.S. 44-3-307(3)(a)
- Marijuana Licensing, C.R.S. 44-10-307(4)(a)
- Massage Parlor Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)
- Pawn Broker Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)
- Tobacco Retailer Licensing, C.R.S. 24-72-304 (Public Check – CBI Only)

Fees: Payable directly to the vendor at the time of the appointment

- Service Fee:
 \$ 10.00, per person

- CBI Fingerprint Processing Fee:
 \$ 38.50, per person, for liquor licensing
 \$ 39.50, per person, for marijuana licensing
 \$ 16.50, per person, for all other licenses