



Alcoholic Beverage/Gambling Operator Short Form



Checklists and Instructions

Alcoholic Beverage License Type Change

\$200 Processing Fee *The fee applies to alcoholic beverage licenses only. These transactions require Department of Revenue to publish a notice in the local newspaper.*

Copy of the purchase/sale documents that include all terms and prices.

Copies of all documents verifying the source of funding for payments to the seller (e.g., six months of bank statements, loan documents and security agreements, etc.).

Minutes of meeting during which the sale and terms of sale were approved, if applicable.

Current financial statements or most recent tax return.

Floor plan (including business name, alcoholic beverage license number, physical address, outer dimensions, seating, service bar, alcoholic beverage storage, etc.). Please do not send the original blue prints, only a copy of the floor plan (8 1/2" x 11", one page).

[Authorization to Disclose Tax Information](#) for Seller of license.

[Temporary Operating Authority / Temporary Gambling Authority Form](#) (alcoholic beverage only, if requested).

[Nonuse Form](#) for other license currently in use at location.

Note: The Gambling Control or Alcoholic Beverage Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures. If you have any questions, contact the Gambling Control Division at (406) 896-4300.

Mail application, required documents listed above, and fees to:

Gambling Control Division 615 South 27th St., Suite A Billings, MT 59101
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