



Alcoholic Beverage/Gambling Operator Short Form



Checklists and Instructions

Increase of Current Ownership Interest – Less than 15% to More than 15%

Gambling and alcoholic beverage activity may continue pending approval of the increase of ownership from under 15% to 15% or over. If the person increasing his/her ownership was not previously qualified, this form will not work. This form may only be used if there will be no other changes made to the entity or its enterprise, e.g., leasehold, concessions, managers, locations, etc. If there are additional changes, a new [Form 5](#) Alcoholic Beverage and Gambling Operator Combined License Application (or appropriate application for license type) must be completed.

\$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.*

Documents verifying the source of funding, contributed capital, equity or for any new funds used for the change or infused into the entity (e.g., loan documents, security agreements etc.).

Agreement with terms.

Corporate and/or business statement (please use attached form if necessary).

Alcoholic Beverage License Only: a Personal History Statement, two fingerprint cards, and a fingerprint fee are required.

Upon Closing

Licensee will be notified of the completion of the audit and at that time you can schedule the closing.

Other information as applicable to help verify the increase in ownership or shareholder/member/partner.

Narrative and official entity documents, e.g., minutes, shares/interests/partnerships issuance agreements.

Shares/member interests certificates.

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