**License Approval**

Upon the City Clerk’s receipt of the following:

* City Form – Part I 3.2 Percent Malt Liquor License Application
* City Form – Part II Personal Information Form(s)
* City Form – Affidavit/Statement Regarding Financial Claims of the City, County, or State
* Investigation Fee (payable to City of Brooklyn Center)
* Certificate of Liquor Liability Insurance
* Proof of Workers’ Compensation Insurance Coverage
* Minnesota Business Tax Identification Number
* Minnesota Form – Certification of an On-Sale Liquor License, 3.2% Liquor License, or Sunday Liquor License

The Police Department will conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry obtained through the Criminal Justice System and/or a driver’s license history inquiry as recorded by the State Department of Public Safety on the applicant. Based on the investigation, the Police Department will recommend approval or denial of the license application.

If approved by the Police Department, the license application will be presented to the City Council for consideration at its next regular meeting. The City Council meets the second and fourth Monday of the month. Application materials must be submitted at least 30 days prior to City Council approval. After City Council approval, the application will be sent to the State of Minnesota Alcohol and Gambling Control Board for approval.

Upon approval from the State of Minnesota Alcohol and Gambling Control Board, the license will be issued.