

# Checklist for DBA Name Change

Investigator: \_\_\_\_\_

D/B/A Name and Address: \_\_\_\_\_

Date Application Assigned: \_\_\_\_\_ Date Case Completed: \_\_\_\_\_

*The following requirements will be completed by the Investigator working on your case:*

\_\_\_ \_\_\_ **Investigators Requirement** – Verification that the business does have a current liquor license (**attach a copy**).

*All of the following information listed below must be submitted by the applicant:*

Have   Need

\_\_\_ \_\_\_ Liquor License Application (**must be signed & notarized**).

\_\_\_ \_\_\_ \$25 Application fee - check made out to the City Treasurer.

\_\_\_ \_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used).

\_\_\_ \_\_\_ Fictitious Name Registration (**if DBA is different than the corporate name**). State Office Building, 615 E 13<sup>th</sup> Street.

\_\_\_ \_\_\_ Other items which may be requested by the Investigator.