

# New Liquor License Packet Checklist

Please return the following completed forms to City Hall:

- Original Alcohol Beverage License Application
- Auxiliary Questionnaire & Authorization for Release of Information- Each member must complete a questionnaire, an authorization, and include a copy of their driver's license.
- Alcohol License Application Supplement
- Addendum to Question 9 of the Original Alcohol Beverage License Application (if applicable)
- Schedule for Appointment of Agent & Authorization for Release of Information – Include a copy of the applicants driver's license and Responsible Beverage Course Class Certificate
- Supplement to Schedule for Appointment of Agent
- Contact Information Form
- Copy of your Wisconsin Seller's Permit Number
- Copy of your Federal Employer Identification Number
- Copy of a lease or ownership that shows possession of the premise
- Copy of your registration with the State of Wisconsin as a Corporation/LLC, etc...

City of River Falls  
222 Lewis Street  
City Clerk's Office: Lu Ann Hecht, City Clerk 426-3408  
and  
Bridget Hieb, Deputy Clerk 426-3419