MONTANA
GAMBLING CONTROL

CANNABIS & ALCOHOL REGULATION DIVISION
MONTANA

For faster submission and processing,
apply on the TransAction Portal (TAP) https://tap.dor.mt.gov
OR follow instructions below.

Combined Gambling/Alcohol or Gambling Only Application

Mail application, corresponding documents, and
*check(s) made payable to:

Montana Department of Justice
Gambling Control Division
615 South 27th Street, Suite A
Billings, MT 59101
Phone: (406) 896-4300
Fax: (406) 896-4308
Email: gcd@mt.gov
Web: https://dojmt.gov/gaming

Alcohol Only Application

Mail application, corresponding documents, and
*check(s) made payable to:

Montana Department of Revenue
Cannabis and Alcohol Regulation Division
PO Box 1712
Helena, MT 59624-1712
Email: DORCARD@mt.gov
Web: https://revenue.mt.gov/card

(406) 444-0596, or dial Montana Relay at 711
for assistance communicating by phone.

***Confirm checks are made out to the correct agency to avoid delays**

Alcoholic Beverage/Gambling Operator Short Form

Checklists and Instructions

Clear Form

Foreclosure – Intending to Operate

Alcoholic beverage and gambling activity may continue under the foreclosing party pending the outcome of a license investigation for a proposed transfer of ownership interest resulting from foreclosure under the following conditions.

- ☐ $200 Processing Fee - This fee applies to alcoholic beverage licenses only. These transactions require the Department of Revenue to publish a notice in the local newspaper.
- ☐ Party foreclosing has had no change in ownership since last licensed and is the licensee's immediate predecessor.
- ☐ Foreclosing party is suitable for licensure. All applicable permit fees are paid.
- ☐ If the foreclosing party is the former licensee, notify the department within five working days of execution of the foreclosure. The foreclosure takes place within two years following the sale.
- ☐ If the license will be operated, it must remain in the same location, and the Cannabis and Alcohol Regulation Division must publish the change in ownership and inform the local officials.

Submit the following documents for review and approval of the transfer:

- ☐ Copy of the original buy/sell or purchase agreement between the prior licensee and the current licensee.
- ☐ Documents and/or letters of foreclosure.
- ☐ Statement of who will be the new location manager, if applicable, and a Location Manager Application if the manager is not the new owner (shareholder, member, or partner thereof) and fingerprint cards, Personal History Statement, and fees.
- ☐ New bank signature card.
- ☐ Floor plan (including business name, alcoholic beverage license number, physical address, outer dimensions, seating, service bar, alcoholic beverages storage, etc.) of the licensed premise. Please do not send the original blueprints, only a copy of the floor plan (8 1/2" x 11" - one page).
- ☐ Request for Temporary Operating Authority.
- ☐ Business Statement (if applicable; not required if a bank foreclosure).
- ☐ FEIN Verification.
- ☐ Documents verifying the applicant has possessory interest in the building where the business is operated. This can include items such as a lease, rental agreement, purchase agreement, tax statement, deed, and/or finance agreement.

Send application and required documents listed above to the appropriate agency listed on the cover sheet.