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

Sale Among Licensees

Alcoholic beverage and gambling activity may continue pending approval of the sale of interests among licensees. Submit the following documents, if applicable, for review and approval of the transfer.

- ☐ Copy of the purchase/sale documents that include all terms and prices.
- ☐ Copies of all documents verifying the source of funding for amounts to be paid to the seller (e.g., six months of bank statements, loan documents and security agreements, etc.).
- ☐ Minutes of meetings during which the sale and terms of sale are approved, if applicable.
- ☐ Current financial statements or most recent tax return for the licensed entity.
- ☐ Documents verifying the sale of interests among licensees.
- ☐ Corporate documents, partnership agreements, LLC agreements, minutes, etc. (depending on type of change).
- ☐ Documents verifying the cancellation of shares/interests, issuance of shares/interests and updated stock ledger (if applicable).
- ☐ If the owner transferring an interest is being completely removed from ownership, provide letters from creditors, and lessors if applicable, removing the seller(s) from all liability.
- ☐ If the seller is no longer on the license, a copy of new bank signature cards with updated signatures.

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

Note: The Cannabis & Alcohol Regulation or Gambling 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.

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