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

Transfer of Location for On Premise (ONP) / Gambling Operator (GOA) / Wholesaler & Distributor (WSL) / Brewery (DBR) / Winery (DWR) / Distillery (DSM)

The documents listed below verify the licensee has possessory interest in the building where the business is operated. The need for these documents will depend on whether you own or lease the new location.

- [ ] $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.
- [ ] Copies of mortgage loan documents (if a purchase) OR new lease agreement.
- [ ] Certified Survey Affidavit (On-Premises (ONP) licenses only).
- [ ] Floor plan (including business name, alcoholic beverage license number, physical address, outer dimensions, seating, service bar, alcoholic beverage storage, etc.). Please do not send the original blueprints, only a copy of the floor plan (8 1/2 x 11, one page).
- [ ] Updated TTB Notice/Permit (WSL/DBR/DWR/DSM)

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.