

How to submit a Change Request for Change of LLC Managers online

The licensee needs to complete the change of LLC Managers request forms located in the [Required Forms List](#) icon. After completing the forms, login to your online account, click the [Home](#) tab then click the [View My Records](#) icon, scroll down to see your ABE license number, to the right click the [Amendment/Change Request](#) button, next scroll down to [Change Requests](#) then from the drop down select [Change of Managers](#) then Continue to submit the information. See the Sample screenshot below:



Welcome to the Oklahoma ABE Commission!

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

▶ Change Requests

- Change of Licensee Name
- Change of Location
- Change of Managers
- Change of Members
- Change of Officers & Directors
- Change of Stockholders
- Request for Alteration
- Request for Common Areas



**ALCOHOLIC BEVERAGE LAWS
ENFORCEMENT COMMISSION**

50 N 23rd Street
Oklahoma City, OK 73105
(405) 521-3484

CHANGE OF MANAGERS

Please complete the forms and upload them online through the online portal. <https://aca-prod.accela.com/ABLE/Default.aspx> You are required to notify the ABLE Commission of any change in LLC managers and members within 30 days of any such change. 37A-2-144(B)

CHANGE OF MANAGERS FEE

CHANGE OF MANAGERS-\$100

1. ABLE License number _____			
2. DBA Name of Location			
3. Location Address			
City	County	State	Zip
4. Mailing Address			
City	County	State	Zip
5. Business Phone Number	6. Alternate Phone Number	7. E-mail Address	
OWNER INFORMATION			
8. Type of Owner <input type="checkbox"/> Limited Liability Company			
9. Name of Limited Liability Company			
10. Federal Employer Identification Number			

I, _____, being duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time. He/she further agrees that he/she has filed all appropriate property with the County Assessor and that all ad valorem taxes assessed on his/her property, both real and personal, and wherever situated in the state of Oklahoma, have been paid.

Signature of Applicant(s)

LIMITED LIABILITY COMPANY

Limited Liability Companies must complete this section and provide the following items:

- Attach a letter listing the new managers/members of the LLC and the removal of previous managers/members, any letters of resignation, a copy of the Amended LLC Operating Agreement, and any other documents showing transfer of interest in the company.

LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION

<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units

LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION (continued)

<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units
<input type="checkbox"/> Manager <input type="checkbox"/> Member			
First Name or Entity Name	MI	Last Name	Title
SSN or FEI #	Drivers License No./State	Birthdate (mm/dd/yyyy)	% Membership or Units

IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE

INDIVIDUAL PERSONAL HISTORY

MUST BE COMPLETED BY ALL APPLICANTS:

Individuals, partners, corporate officers, directors, stockholders, LLC managers, LLC members, tribal members, trustees, etc.

- Please complete all fields and answer all questions.
- Any false statement will disqualify you and subject you to prosecution under Oklahoma State law.

1. DBA Name of Location
2. Location Address

APPLICANT

1. First Name	2. MI	3. Last Name	4. Birthdate (mm/dd/yyyy)
5. Social Security Number	6. Drivers License No. / State	7. Place of Birth (City, State, Country)	
8. Sex	9. Height	10. Weight	11. Hair Color
12. Eye Color			
13. Home Phone		14. Business Phone	
15. Email Address			

RESIDENTIAL ADDRESS

16. List residential addresses for the past (5) years starting with the current address. Attach a separate sheet if necessary.

NUMBER AND STREET	CITY, STATE, ZIP	FROM (mm/yyyy)	TO (mm/yyyy)

RESIDENT STATUS

17a. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	17b. If "Yes", answer the following <input type="checkbox"/> Native Born <input type="checkbox"/> Naturalized
17c. If "Naturalized" provide the "A" number?	17d. If "NO" what is your legal status in the U.S.?
17e. Provide all documents such as Visa, Resident Alien or Employment Authorization Documents	

CURRENT EMPLOYMENT

18a. Name of Employer	Employer's Address	
Title	From (mm/yyyy)	To (mm/yyyy)

INDIVIDUAL QUESTIONNAIRE

19a. Have you ever been convicted of, pled guilty to or nolo contendere to a felony?
 Yes No

19b. Have you been convicted of any crime, violation or infraction of any law?
 Yes No

19c. Are there presently pending against you any criminal charges?
 Yes No

19d. Have you ever been convicted of a violation of any state or federal law relating to alcoholic beverages, or forfeited any bond while any such charge was pending against you?
 Yes No

19e. If you have answered "Yes" to 19a through 19d, list below

OFFENSE	DATE	CITY/COUNTY STATE	DISPOSITION (fine, probation, incarceration)

20. Are you presently or have you been licensed or employed in the liquor business?
 Yes No

LICENSE TYPE	LICENSE NUMBER	WHEN	LOCATION

21. Have you ever received a warning, a notice of violation, suspension, fine or revocation as a licensee?
 Yes No

WHEN	LOCATION

22. Have you ever been refused a license to sell, serve or dispense alcoholic beverages?
 Yes No

WHEN	LOCATION

23. Have you ever held or do you hold any financial interest in any liquor enterprise (manufacturing, importing, wholesale or retail)?
 Yes No

WHEN	LOCATION

24a. Is your spouse or any family member(s) working in any area of the liquor industry?
 Yes No

24b. If yes, for whom?

INDIVIDUAL QUESTIONNAIRE (continued)

25a. Are you a member of any board or commission, or an agent or an employee of the state of Oklahoma or any political subdivision thereof? (County, City, Town or School District)

Yes

No

25b. If yes, explain

26a. Do you individually, or the legal entity to be licensed, have any right, title, lien, claim or other interest, financial or otherwise, in, upon or to the premises, equipment, business of any ABLE Commission License?

Yes

No

26b. If yes, explain

27a. Does your interest result in exercise of control over, or participation in the management of the manufacture or wholesaler's business or business decisions?

Yes

No

27b. If yes, explain

28a. Are you a law enforcement official, a peace officer engaging in law enforcement activities or a person who appoints law enforcement officials?

Yes

No

28b. If yes, explain

29. Are you an employee of or related to any member of the ABLE Commission or to the Director or Assistant Director by affinity or consanguinity within the third degree?

Yes

No

30. Are you a judge, district attorney or public official who sits in a judicial capacity with jurisdiction over the Oklahoma Alcoholic Beverage Control Act?

Yes

No

31. Are you an employee of the Oklahoma Tax Commission engaging in auditing, enforcing or collecting of alcoholic beverage taxes?

Yes

No

I, _____, under penalty of law, swear that I have read all information provided in this document and any attachments and the information is true and correct. I also understand any false statement or representation in this application can result in my application being denied and/or criminal charges being filed against me. I also authorize the ABLE Commission to use all legal means to verify the information provided. I authorize any person or organization listed in this application to provide information about me to an Agent of the Oklahoma Alcoholic Beverage Law Enforcement Commission on a confidential basis, including bank and financial records, criminal history records, driving records, tax records and any other information relating to character or fitness for a liquor license. I will immediately notify the ABLE Commission if a Licensee-Wholesaler connection as described in the questionnaire above exists or is contemplated in my business.

Signature of Applicant(s)

Title