

## **Help Info for Each Supporting Document Required for Uploading**

**Proof of Publication**-This is an affidavit from the newspaper used to publish your notice of intent. It will have a copy of the article and the 2 dates it ran in the newspaper. If your newspaper does not provide its own affidavit, they can complete our proof of publication form.

**Individual History Forms**-These are 3 pages completed by All applicants which includes individuals, partners, corporate officers, directors, stockholders, LLC managers and members, tribal members, trustees, and Governmental entity staff.

**Applicant Affidavit**-This is a disclaimer stating all questions and documents are being answered completely and truthfully by the applicant.

**Location Diagram**-The diagram should include all areas outside dimensions, rooms, doorways, bars, liquor storage areas, patios, pool areas etc. **DO NOT SUBMIT BLUEPRINTS**. Please make sure location diagram is provided for the ABLE Agent at the time of inspection.

**Certificate of Incorporation**-This comes from the Secretary of State' office when you registered the corporation. If you do not have a copy, contact the Secretary of State's office from the State the corporation was registered in. If you have formed a corporation in Oklahoma, contact the Oklahoma Secretary of State's office at 405-521-4211 or their web address is [www.sos.gov/default.aspx](http://www.sos.gov/default.aspx)

**Certificate of Good Standing**- This comes from the Oklahoma Secretary of State stating the Corporation, LLC, LP, LLP, etc., is in good standing with them once your business entity is registered In Oklahoma. \*Contact the Secretary of State's office at 405-521-4211 or their web address is [www.sos.gov/default.aspx](http://www.sos.gov/default.aspx) to obtain this certificate.

**Certificate of Authority or Registration**- This comes from the Oklahoma Secretary of State stating the Corporation, LLC, LP, LLP, etc., is registered and authorized to do business In Oklahoma. \*Contact the Secretary of State's office at 405-521-4211 or their web address is [www.sos.gov/default.aspx](http://www.sos.gov/default.aspx) to obtain this certificate.

**Election Minutes**-This is a written copy of a meeting held to elect and list the officers, directors, and stockholders of a corporation or non-profit organization, or non-profit corporation. Additional information may be listed in the meeting such as a discussion to apply for an ABLE license, or host a bingo game, or event information for fundraising.

**Certificate of Liability Insurance**-A copy of the declaration page of the insurance policy for the business listing the business name and address showing liquor liability coverage for both bodily injury and property damage. \***There is no minimum amount required by ABLE.**

**Articles of Organization**- These articles are filed with the Oklahoma Secretary of State's office on behalf of an LLC (limited liability company)and a filing number is issued. In addition to the

articles being issued a filing number a certificate of limited liability may be issued as well. For an LLC formed outside of Oklahoma, the articles may be called a **Certificate of Formation**.

**LLC Operating Agreement**-This agreement outlines who the managers/members are and the functional decisions rules and regulations of the LLC including a schedule or attachment showing the membership interest. **\*If you do not have this LLC agreement, you can create one by using Google to search for a sample template for a LLC operating agreement.**

**Deed, Lease, Management Agreement, or Sales Contract**-This is required for the business location. **\*\*The applicant for the ABLÉ License is one of the following** based on how you are applying for your license as either an **Individual, Partners, Partnership Name, Name of Corporation, Name of LLC, Name of LP, Name of Tribal Entity, etc.** **\*The applicant will be listed as the grantee on the deed, tenant or lessee on the lease, manager on the management agreement, or as the buyer on a sales contract.**

**Certificate of Compliance**-This letter or certificate will come from either the City Clerk's office if the business is within the city limits or the Board of County Commissioners if located outside the city limits. The letter or certificate **must** state the business location meets the zoning, fire safety, and health codes. If no codes exist in the City or County being applied for, a letter or certificate **must** be provided stating **no** zoning, fire, safety, and health codes exist. If the County the business is in defers all inspections to the **State**, then you must provide copies of the inspections made by the State Fire Marshall's office and the State Health Dept. **\*This letter cannot be over 60 days old.**

**Tax Statement**-This letter or receipt comes from the County Treasurer's office from the County where the business is located in. This letter or receipt **must state** no real or personal property taxes are owed or the **applicant name** is not on their tax rolls for the Type of **Applicant** (the name of the **Individual**, name of **all partners**, or **entity name** of the corporation, LLC, LP, LLP, tribal entity etc. **applying for the ABLÉ license**) **\*Please contact the County Treasurer's office for assistance. \*This statement is for property tax only.**

**Tax Exempt 501c letter**-This comes from the IRS stating the organization is tax exempt.