



Manager Registration & Change of Manager

Hotel and Restaurant, Lodging and Entertainment, and Tavern Licenses

The Broomfield Municipal Code, [Section 5-28-150](#), Change of Manager states, "Within thirty days after a change in the manager of a hotel and restaurant, tavern, or lodging and entertainment licensee, such new manager shall report to the police department, as provided in section 5-28-100, B.M.C., for fingerprinting and character and background investigation."

Complete all items on the checklist before you begin your application submission in the [Clerk's Licensing Portal](#). The portal will not allow you to complete your application submission if required documents are missing. However, you can always save your work in the portal and come back later to finish.

The following required documents and items must be submitted for an application approval:

- Manager Registration - [DR 8442, Section A and #9](#)
- [Fingerprinting](#) (only required for the manager of a hotel and restaurant, tavern, or lodging and entertainment license)
- [Required fees](#) paid to the City and County of Broomfield
 - Fees can be paid online by credit card or ACH in the [Clerk's Licensing Portal](#), or submitted in person by credit card or check at the Clerk's Office

If you have any questions regarding a new application, please call the Clerk's Office at 303-438-6332 or email cityclerk@broomfield.org.