

Massage Facility New and Transfer Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed.

Items submitted, please check all appropriate boxes completed or documents submitted

Applicant information

- Applicant/Licensee identified
- State sales tax license number listed or applied for at time of application
- All sections of the application need to be completed

Proof of property possession

- Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk
- Lease in the name of the applicant (or) (matching question #2)
- Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant
- Other agreement if not deed or lease. (matching question #2)

Background information and financial documents

For each principal (individuals with more than 10% ownership, officers, directors, partners, members)

A. The Vendors for background checks are as follows:

IdentoGO – <https://uenroll.identogo.com/> Phone: 844-539-5539 (toll-free)

Colorado Fingerprinting – <http://www.coloradofingerprinting.com> Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/> Phone: 720-292-2722 Toll Free: 833-224-2227

Details about the vendors and fingerprinting in Colorado can be found on CBI's website here:

<https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks>

B. For license transfer applications, purchase agreement, stock transfer agreement, and/or authorization to transfer license

Individual or Sole proprietor/husband and wife partnership (if applicable)

- Copy of State issued Driver's License or Colorado Identification Card for each applicant

Corporate applicant information (if applicable)

- Certificate of Incorporation
- Certificate of Good Standing
- Certificate of Authorization if foreign corporation (out of state applicants only)

Partnership applicant information (if applicable)

- Partnership Agreement (general or limited).
- Certificate of Good Standing

Limited Liability Company applicant information (if applicable)

- Copy of articles of organization
- Certificate of Good Standing
- Copy of Operating Agreement (if applicable)
- Certificate of Authority if foreign LLC (out of state applicants only)