

APPLICATION REQUIREMENT GUIDELINE

CORPORATIONS & LIMITED LIABILITY COMPANY(LLC)

ALL OFFICERS, DIRECTORS, MEMBERS & SPOUSES

- **Must** be listed on & sign the application
- **Only** President/CEO/Managing Member & spouse must file fingerprint cards
- Need not be United States citizen

STOCKHOLDERS, MEMBERS & SPOUSES HOLDING OVER 25% OF STOCK / INTEREST

- Must be listed on & sign the application.
- Must file fingerprint cards
- Need not be United States citizen

STOCKHOLDERS, MEMBERS & SPOUSES HOLDING 25% OR UNDER OF STOCK / INTEREST

- Must be listed on application
- Need not sign the application
- Need not file fingerprint cards
- Need not be United States citizen

SPOUSE MAY FILE AFFIDAVIT OF NON-PARTICIPATION

- **Must** be listed on application
- Need not sign the application
- Need not file fingerprint cards
- Need not file U.S birth certificate, Naturalization papers or U.S. Passport, need not answer question #1
- Need not be United States citizen

CONTROLLING CORPORATION

IF THE APPLYING CORPORATION OR LIMITED LIABILITY COMPANY (LLC) IS CONTROLLED BY ANOTHER CORPORATION/COMPANY

PROVIDE THE FOLLOWING

- Name of corporation/company
- Organizational chart of the controlling corporation/company
- Controlling corporation/company **MUST** be registered with the Nebraska Secretary of State, copy of articles must be submitted with application §53-126

MANAGER

MANAGER & SPOUSE

- Must be United States citizen & must provide a U.S birth certificate, U.S. Passport or naturalization papers
- Must file fingerprint cards
- Must sign the application
- **Must** be a resident of & registered to vote in the State of Nebraska.

SPOUSE MAY FILE AFFIDAVIT OF NON PARTICIPATION

- Must sign application
- Need not be United States citizen
- Need not file fingerprint cards
- Need not be registered to vote

PARTNERSHIP & INDIVIDUAL APPLICANT

APPLICANT & SPOUSE

- Must be United States citizen(s) & must provide a U.S birth certificate, U.S Passport or naturalization papers.
- Must be residents of the State of Nebraska
- Must file fingerprint cards
- Must sign the application
- Must be registered to vote

PARTNERSHIP ONLY

- Only one partner applying & spouse **MUST** be a resident of the State of Nebraska

SPOUSES MAY FILE AFFIDAVIT OF NON PARTICIPATION

- **Must Sign** the Application
- Need not be United States citizen
- Need not file fingerprint cards
- Need not be registered to vote

LIMITED PARTNERSHIP HELD BY TWO COMPANIES

- Only manager need to be fingerprinted

NON PROFIT ORGANIZATIONS

OFFICERS & SPOUSES

- Must list top four officers of organization (President, Vice-President, Secretary, & Treasurer)
- Signature from President only
- Must list spouse information
- Need not file fingerprint cards
- Need not have signature from spouse

MANAGER & SPOUSE

- Must be United States citizen
- Must file United States birth certificate, Naturalization papers or United States Passport
- Must file fingerprint cards
- Must be registered to vote

SPOUSE MAY FILE AFFIDAVIT OF NON PARTICIPATION

- Must sign application
- Need not be United States citizen
- Need not file fingerprint cards
- Need not register to vote