

# Special Designated License Initial Registration Retail Liquor License Holder

Please note: You must complete both Steps 1 & 2 on this page in order for registration to be completed. You will be contacted by our office after both steps have been followed.

## **Step 1: Registering your Retail Liquor License.**

Please use the **link below** to create your User name and Password. Please note: You will be registering a person's name when registering, not the name of the business. This person will be entering the SDL's for the applying business and should be a permanent person listed on the liquor license. If the person leaves, the User name and security information will no longer be available.

Please be sure to print or write the completed registration page information before you hit "Register Account". It is very important to have a copy of the information for future use.

After you have hit register account, **please return to the instruction below (Step 2).**

**<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LCC-SDL>**

## **Step 2: Please email the following information to: [lcc.sdl.licensing@nebraska.gov](mailto:lcc.sdl.licensing@nebraska.gov)**

**USER name**

**Liquor license number**

**Contact email address**

**Contact name**

**Contact phone number**

When we receive this email, we will create your account. Please **do not log** onto the portal until you have received an email back from our office that your account has been activated. If you do not wait for us to add your information, it will only cause an error to occur.