

Special Designated
License
Portal Application
Process

Applicants will only need to register once
for the portal

*You may move to Slide 7 if you have previously registered

Applicant must be:

Retail Liquor License Holder

Non-Profit Organization

Non-profits that already have a retail liquor license must file as a retail liquor license holder and follow the instructions as a retail liquor license holder.

Retail liquor license holders and non-profit organizations are allowed only *six calendar dates per calendar year. If the event is more than one day, each date would be counted.

If the retailer licensee has a catering license (“K”), they would be allowed unlimited SDL licenses. Please keep in mind there is still a location rule of only *twelve licenses per location. The twelve count would include all SDL applications/dates.

*53-124.11(2) No retail licensee, craft brewery licensee, microdistillery licensee, farm winery licensee, holder of a manufacturer's license issued pursuant to subsection (2) of section 53-123.01, organization, or corporation enumerated in subsection (1) **of this section may be issued a special designated license under this section for more than six calendar days in any one calendar year.** Only one special designated license shall be required for any application for two or more consecutive days. This subsection shall not apply to any holder of a catering license.

*013.06 It is the declared policy of the Commission that Special Designated Licenses should not be used to avoid the oversight and accountability imposed upon a regular retail license. Therefore, applications for Special Designated Licenses may be denied if the proposed location could otherwise be granted a regular license and if such regular license best serves the purposes of the Liquor Control Act. **To help accomplish this policy any location that has received twelve (12) Special Designated Licenses in one calendar year shall have any further applications set for hearing to make a determination whether additional licenses are justified prior to the issuance of the requested Special Designated License.**

There are two steps to the registration process. These two steps are found at the top of the SDL homepage. These two steps are unique to your organization.

Step 1

Provides you a link to register and create your unique User name and Password. The person from your organization that creates the User name and password should be a permanent individual on the Non-Profit board or Retail Liquor License.

The next slide shows the registration screen.

To register the applying organization, the person registering and entering applications would be putting their personal name and personal information.

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

*** Required**

User Information

[Field Requirements](#)

First Name *

Last Name *

Email Address *

Confirm Email *

Login Information

Username *

Password *

Confirm Password *

[Password Rules](#)

Password reminder questions

After creation of User Name and Password via self registration link:

Please make sure to print out the screen or write the information down exactly as you entered it on the self registration screen. This information will be helpful for future applications or if you forget the User Name/Password or security questions entered.

You have now completed Step 1 only of the registration process. Do not log on to the portal.

Return to the original registration instructions found on the SDL page and move down to Step 2.

Step 2

Follow the instructions on Step 2 of the registration instructions. This information is needed by our office to get your permanent profile set up in our system. We do not see the self registration page that you just have created.

The information that you provide our office on this step allows us to create a portal account. We will be adding your User name, address, email and contact information to create a permanent portal account. This account will also be put in an “active” status.

After we have received and entered the information on Step 2, our office will contact you that you are now able to enter the portal with your user name and password. Do not enter the portal until you have been notified from our office that your profile is activated as well as completed the local approval form process.

***Approval from Local Governing Body:**

Prior to logging onto the portal, you will need to obtain approval from the Local Governing Body in the jurisdiction where the event is being held.

The forms that you will need are found in the “Forms” section on the SDL homepage.

Form #200 will be required by all applicants. The rest of the forms are dependent on the applicant and the event. The explanation of these forms is explained in the forms section.

The top section of Form #200 would be completed by the registered applicant. Once approved, the Clerk’s office will sign and date the form and return the forms to the applicant.

The applicant will then save Form #200 and all required forms to their computer as a PDF or JPEG file (no larger than 30 megabytes). These forms will be uploaded to the portal application.

See next slide for entering application. The link and the checklist for entering the application is found on the SDL homepage. Please use Google Chrome or Internet Explorer as your browser.

Application Submittal

<https://ecmp.nebraska.gov/LCC-SDL/Account/Login>



LOGIN

User Name

Password

Login

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

Enter User
Name and
Password



Check SDL Calendar & Start Application

If the application is too late on the calendar, do not enter the application. It will reject, and there are no refunds. Application must be entered in a continual flow, otherwise it will time-out and will not process correctly.



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Nebraska's Liquor Control Commission (LCC)

Welcome,

SPECIAL DESIGNATED LICENSE APPLICATION

Applicant Instructions

Application being filed must be at a **MINIMUM** of ten (10) business days prior to date of event. The application will be rejected if the date is not acceptable. (weekends, holidays & date of event are not included in this count).

***See the calendar on our website at:** [LCC Calendar](#)

The fee for this license is \$40 per calendar day of event. If you have a catering (K) endorsement on your liquor license, there is no fee required. Payment will be made online at the end of this application.

- Non retail liquor caterers & Non-profits are only allowed six (6) SDLs per calendar year
- Only twelve (12) SDLs will be issued at any specific location that could otherwise hold a liquor license
- No SDL will be issued to Retail license holders operating under a Temporary Operating Permit (TOP)

Local approval must be obtained before application is filed. You will be able to upload this information at the beginning of the application.

When requesting an outdoor area, you must include a box-type diagram of the area to be licensed. You will be able to submit this information via an attachment within this application. If applicable, Non-profits may also request the exemption of the double fencing waiver at this time.

After approval, the license will be mailed to the local governing body where approval originated.

[Start Application](#)



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Nebraska's Liquor Control Commission (LCC)



Welcome, [REDACTED]

[LOGOUT]

SPECIAL DESIGNATED LICENSE APPLICATION

Applicant Information

Licensee Type	[REDACTED]	Liquor License #	[REDACTED]
User Name	[REDACTED]	Classification: -	
Liquor License Name	[REDACTED]		
Email Address	[REDACTED]		
Address	[REDACTED]		

This information will automatically populate. This information was entered when your profile was created.

This section is where you will upload the local approval Form #200 and non-profit form (if applicable).

NOTE: Document must be scanned as a JPEG or PDF file (less than 30mb)

Application will not process if local is not uploaded.

Supporting Documents

Upload City Approval

Accepted file formats: JPEG and PDF.

No documents attached to this application.

Once uploaded document name will show here

Click here to upload document

File Uploaded Successfully

LCC SDL City Approval - 38217290 - LOUP VALLEY AG - -

Complete all boxes on the application. You may use the drop-down boxes when available. The application will not submit if all boxes are not completed. We do not recommend using Safari or Firefox as your browser. These browsers are known to cause issues with the date boxes.

Location Information

* Building Name

* Address 1

Address 2

* City



* State NE

* Zip

* County

County Number

Is this location within:

* City or Villiage limits

Yes No

* 150' of a church, school, hospital, home for aged/indigent/veterans/wives

Yes No

* 300' of any university or college campus

Yes No

Event Information

* Type of alcohol to be served and/or consumed: (must select a minimum of 1 type)



Beer



Wine



Distilled Spirits

Dates of event:

* Only 6 consecutive dates can be filed on one application.

* Non-consecutive dates require a new application.

* Do not complete a second date if the event is being held after midnight.

Date

09/16/2016

From

01:00 PM

To

01:00 AM

Date

09/17/2016

From

10:00 AM

To

01:00 AM

Date

09/18/2016

From

12:00 PM

To

12:00 AM

Date

09/19/2016

From

06:00 PM

To

10:00 PM

Date

09/20/2016

From

06:00 PM

To

12:00 AM

Date

09/21/2016

From

06:00 PM

To

12:00 AM

Alternate Date

09/30/2016

Alternate Location

Gym

* Type(s) of activity to be carried out during event: (must select a minimum of 1 type)



Dance



Reception



Fundraiser



Beer Garden



Sampling/Tasting

Other:

If the event is outdoors, it is a good idea to include an alternate date or location in the event of bad weather. These alternate items must be approved by the local governing body on Form #200. There should only be one alternate date or location. The date must not be prior to the event date.

If the event is outdoors, there will be an option to upload a diagram or fencing waiver form (if applicable).

Venue Information

* Venue Environment: (must select 1 or both) Indoor Outdoor

* Estimated # of Attendees

Indicate steps that will be taken to prevent under age persons from obtaining alcohol beverages:

* Will premises comply with ALL NE Sanitation laws? Yes No

* Are there separate toilets for men and women? Yes No

* Where will you be purchasing your alcohol?

Wholesaler

Retailer

Wholesaler & Retailer

BYO

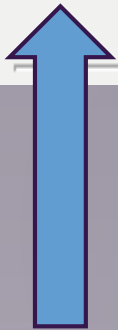
Own product (wineries/pubs)

Additional Information

* Will there be games of chance operating at during the event?

Yes No

Other info or requests for exemptions:



This area of the application is where you would type any special requests for exemptions.

Authorized Representative / Applicant

** Authorized representative of the retailer must be a member listed on the license only.*

* Name

* Title

* Email

* Date

The authorized representative of a retail liquor license holder must be a member listed on the liquor license.

The authorized representative of a non-profit applicant must be a board member of the applying non-profit organization.

DO YOU NEED POSTERS? Yes No

These are free - Liquor Caterers, please reuse.

If you mark “Yes”, the NLCC office will send a packet of posters to your mailing address. Please re-use these posters if you have more than one event per year.

SDL TRANSACTION

Amount: **40**

Reference ID: **38217260**

PLEASE NOTE: Once the transaction has been completed and you are presented with a payment receipt screen, Please be sure to click the 'Continue' button in order to fully complete your SDL application process.

Submit Payment



Click on this button to go to NE.GOV for payment

Unless you are retail license holder with a catering endorsement, the application fee is \$40.00 per day of event. There is a small portal fee that will be added to the transaction.

Payment Type ✓

[Edit](#)

Credit Card

Customer Information

Complete all required fields [*]

Country ✓

United States ✓

First Name * ✓ Last Name * ✓

John ✓ Doe ✓

Address * ✓

123 Main Street ✓

Address 2 ✓

Transaction Summary

SDL License \$40.00

Nebraska.gov Total ? **\$42.75**

Need Help?

Enter customer information associated with the payment type selected.

Enter payment using credit card or bank account information

SDL CONFIRMATION



Your SDL has been successfully submitted for approval

Next steps:

- 1) You will receive an email shortly requesting your electronic signature. Please check your junk mail folder if the email is not in your Inbox within the next couple of hours.
- 2) Once the electronic signature is received by LCC the SDL will be reviewed.

Trans Date	12/21/2016
Trans Status	Success
Trans Amount \$	42.75

[Logout](#)

Application has been successfully entered. The authorized representative on the application will now receive an email verifying the application has been received by our office. If they do not receive this email within the hour, please contact our office immediately.

After submittal, the application is sent to our office thru the portal. It can take up to two hours before the Application is available for us to review.

If the Application is missing information, we will contact the authorized representative via email or phone. Please make sure that this person checks their email and responds accordingly. The review process will be delayed if we do not receive a response.

Applications are processed in date order. Processing time is dependent on the number of applications received.

After approved by our office, the license is emailed to the local governing body. Please contact the local governing body to arrange pick up or delivery of the issued license. The issued license must be displayed at the event.