



## CITY OF MERRIAM, KANSAS INSTRUCTIONS FOR EMPLOYEE REGISTRATION FORM

Completion of this information is required pursuant to Sections 5-12 of the Merriam Municipal Code within five (5) days after each employee begins work for the licensee or permit holder and upon each renewal. Failure to provide all the required information will result in a delay in processing your license.

### GENERAL INSTRUCTIONS FOR ALL LICENSEES:

1. Please complete all of the applicable information requested on this form.
2. At the top of the form, complete the type Licensee information, New, Renewal, New Persons.
3. When completing the name, record that information in the order indicated on the form (Last name, First name, Middle Initial). Please provide the FULL last name AND first name.
4. For each name listed, list their position, indicate his/her Driver's License No. or Identification No. including the abbreviation of the State of issue, and indicate his/her Date of Birth, Gender, and Race. **Forms received with incomplete or illegible information will be returned for proper completion, which will delay the licensee's application process.**
5. For your license renewal, provide the names of ALL required employees/volunteers on the Employee Registration form. **New employees/volunteers in required positions must be registered within 5 days of employment.** When registering NEW employees/volunteers, do NOT re-submit the names of employees/volunteers previously submitted for the license renewal process.
6. Use additional Employee Registration forms as needed to report all required persons.
7. Read the certification statement at the bottom of the form, then sign and date the form before submitting to the City Clerk.

### CONSUMPTION ON-PREMISE LICENSEES

1. You must register - list on the Employee Registration form - employees/volunteers that:
  - a. Serve, mix, or dispense liquor,
  - b. Ring up sales for liquor, AND
  - c. Managers of those positions.**Do NOT register cooks, janitors, doorpersons, greeter, security or bussing employees.**
2. Servers must be at least 18 years of age.
3. Mixing & dispensing employees must be at least 21 years of age.
4. Since an on-premise licensee cannot employ anyone younger than 18 in the capacity of serving alcohol, no one under 18 years of age should be included on an Employee Registration form.

### CONSUMPTION OFF-PREMISE LICENSEES

1. You must register - list on the Employee Registration form - all employees who ring up sales (including owners).
2. Liquor Stores--All employees must be 21 years of age.
3. CMB Sales—All employees must be 18 years of age.