

LOCATION MANAGER GUIDELINES

Location managers are responsible for providing general oversight and ensuring compliance with alcoholic beverage and/or gambling laws and regulations.

REQUIREMENTS:

Every licensee must have at least one suitable location manager and must disclose anyone performing location manager duties. An owner may disclose himself or herself as the location manager for the licensee.

Submit within 30 days of beginning location manager duties:

1. [Form 30A](#) Location Manager Application,
2. [Form 10](#) Personal/Criminal History Statement,
3. Fingerprint Cards, and
4. \$30.00 Fingerprint Processing Fee

Avoid common mistakes:

- **Incomplete Applications:** Personal History Statement (Form 10) and Fingerprint Cards must also be turned in with Form 30A.
- **“Probationary” Employees:** Regardless of whether an employee is on a probationary period, anyone performing location manager functions must be reported.
- **Employees in a training program:** Licensees do not have to disclose someone they are considering hiring or training to be a location manager, but during the training period, they must be working alongside an approved owner or location manager. Once their location manager duties begin, the licensee has 30 days to disclose him or her to the department.
- **Onsite Management:** Licensees must provide onsite management of their business – either personally or designate a location manager to do so. This requires a physical presence at the bar or casino on a regular basis.
- **Multiple Location Managers:** As long as another approved location manager remains with the licensee, the 30-day deadline does not apply to the removal of location managers or the addition of vetted *owners* as location managers. Those changes can be reported on the annual renewal form.
- **Qualification Issues:** Location managers are held to the same suitability standards as licensees. Licensees should be aware of an individual’s prior financial activities or criminal record that might render the employee unsuitable for the responsibility of alcohol/gambling law and rule compliance.

Questions? Contact the Department of Revenue at (406) 444-6900, visit <https://mtrevenue.gov/liquor-tobacco/> or email DORAlcoholicBeverageControl@mt.gov. Contact the Gambling Control Division at (406) 444-1971, visit <https://dojmt.gov/gaming/> or email gcd@mt.gov.

Reference [23.16.101\(11\)](#), [23.16.502](#), [23.16.508](#), [23.16.510](#), and [42.12.132](#), ARM