



ABC Licensing & Compliance Division

Delivery Service License Pre-Application Checklist

Please read prior to beginning the pre-application process:

1. All documents listed below are **REQUIRED** by Alabama State Law and ABC Rules and Regulations. They are not optional.
2. The ABC Board has broad discretion to request any other information that it deems necessary.
3. It is mandatory that the applicant name and physical location address match exactly on **ALL** documentation.
4. All documents must be legible, color copies.

YES NO

Payment for filing fee of \$100.00 per license (Credit Card or Electronic Check ONLY)

Power of Attorney, if applicable:

Copy of Driver's License and signed documentation designating Power of Attorney

Corporation or LLC Paperwork (excludes individuals and partnerships)

Corporations must provide the document that includes the date and county or state where the business was formed.

Out of State corporations must include the Certificate of Existence for Alabama issued by the AL Secretary of State. The AL SOS contact number is (334) 242-5324.

Identification and Proof of Citizenship Documents for Individuals with 10% or more profit or proprietary interest in the applying entity: Identification and proof of citizenship documents listed below are required for every person with profit or proprietary interest of 10% or more in the applicant. This includes, but is not limited to, members of an LLC and officers of a corporation with 10% or more profit or proprietary interest.

US Born Citizens:

Valid Driver's License or State-Issued ID from the state of legal residency

Certified Copy of Birth Certificate or current certified US Passport

Naturalized Citizens:

Valid Driver's License or State Issued ID from state of legal residency

Naturalized papers or current certified US Passport

Non-US Citizens:

Valid Driver's License or State Issued ID from state of legal residency

Current Permanent Resident Card, E2 VISA, or other document that authorizes the individual to receive a public benefit. An Alabama ABC License is considered a public benefit.

Background Checks for Individuals with 10% or more profit or proprietary interest in the applicant (excludes publicly traded companies)

Important Information regarding background checks:

- 1) Background checks should be initiated as soon as the pre-application is submitted to your local ABC Division office.
- 2) The background check(s) submitted must be current and cover any state the individual has resided within the last 3 years. Please ensure there is a date on the background check or that there is an accompanying cover letter confirming the date in which the background check was obtained so your division office can verify it is current.
- 3) Background checks are required for every person with profit or proprietary interest in the applicant to be licensed.
- 4) The license will NOT be processed and issued until the background check(s) are returned to your local ABC Division office.

Affidavit for Individuals with less than 10% profit or proprietary interest that affirms three-tier compliance and all individuals within the applicant are 21 years of age or older (if applicable)

The affidavit template can be found on the AL ABC Board website, alabcboard.gov under Licensing and Compliance > How to Apply

YES NO

Documents showing control of the property

Lease or Use Agreement:

Name(s) on the document matches the applicant's name exactly (ex. If John Doe, Inc. is the applicant, then the lessee's name must be John Doe, Inc.)

Physical location address matches exactly as the physical location address listed on the application*

*If the lease or use agreement has a legal description of the property instead of a physical address, then the location address must be confirmed in one of the following ways:

- 1) E-911 Address Verification
- 2) Handwritten on the lease, signed and dated by lessor and lessee
- 3) Correspondence on letterhead from an authorized individual

Valid, reasonable term (at least one year if applying for an annual, renewable ABC License)

Signatures by applicant and property owner

Deed:

Name(s) on the deed matches the applicant name exactly

Stamped and recorded by the probate in the county in which it is located

Physical location address must be confirmed in one of the following ways

- 1) E-911 Address Verification
- 2) Handwritten on the deed, signed and dated by applicant
- 3) Correspondence on letterhead from an authorized individual
- 4)

State of Alabama Department of Revenue Sales Tax License or Simplified Sellers Use Tax ID

Federal Tax ID Documentation (excludes sole proprietors, when applicable)

General Liability Insurance Certificate (Per ACT 2021-188)

The insured must match exactly with name on application (ex. if John Doe, Inc. is the applying entity, the John Doe, Inc. should be the insured entity.)

Physical location address must be listed exactly as it appears on application

Certificate must clearly state either a minimum of \$5 million per occurrence in General Liability coverage for businesses with 4 or more drivers, or a minimum of \$2 million per occurrence in General Liability coverage for businesses with 3 or fewer drivers

Coverage dates should be valid for the term of the license

Copy of Stamped ABC Approval of Outline of internal or external training and certification program for delivery personnel

Copy of Stamped ABC Approval of Identification Scanning Software technology, or a state-of-the-art alternative

Additional Requirements for Third-Party Delivery Service Entities:

Sample Contract that the applicant intends to use with a retailer

List of all retail businesses the applicant intends to deliver for, to include business names and addresses

If you have any questions or problems obtaining the information listed above, please call your local ABC Division office before your scheduled appointment.

Applications will not be processed unless all required documents are provided and correct at the time of your appointment.