



# Checklist

## DOCUMENTS REQUIRED AT THE TIME OF APPLICATION

**\*\*It is MANDATORY that the applicant name and physical location match on ALL documentation.\*\***

**\*\*ALL documents should be provided as required by ABC Rules and Regulations 20-X-5-.01\*\***

**\*\*These documents are REQUIRED by Alabama State Law. They are not optional.\*\***

**The ABC Board has broad discretion to request any other information that it deems necessary. All documents must be legible, color copies.**

Yes No

Payment for filing fee of \$50.00 per license type (Credit Card or Electronic Check only)

Corporation or LLC Paperwork (excludes individuals and partnerships)

Corporations must provide the probated document that includes the book/instrument number, page, date and county where the business was formed.

Out of state corporations must include the Certificate of Existence for Alabama issued by the Secretary of State. The Alabama Secretary of State may be reached at 1(334) 242-5324.

Identification Documents - **All copies of Identification must be in color** and are required for EVERY applicant or EVERY member/officer listed in a corporation, LLC, or partnership.

**US Born Citizens**

Valid Driver's License or State issued ID from state of legal residency for ALL APPLICANTS

(If a Corporation or LLC, for ALL officers and/or members of the Board of Directors).

Certified copy of birth certificate or US Passport

**Naturalized Citizens**

Valid Driver's License or State issued ID from state of legal residency for ALL APPLICANTS

(If a Corporation or LLC, for ALL officers and/or members of the Board of Directors)

Naturalization papers or Current US Passport

**Non US citizens**

Valid Driver's License or State issued ID from state of legal residency for ALL APPLICANTS (If a Corporation or LLC, for ALL officers and/or members of the Board of Directors)

Current Permanent Resident Card, Visa, etc.

Power of Attorney, if applicable

Copy of Driver's License

Documents showing control of the property- i.e. Lease, Deed, etc

**If a lease or use agreement:**

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

Address on the document matches exactly as on the application

If the lease has a legal description instead of a physical address, location address must be confirmed in one of the following ways:

E-911 Address verification

Handwritten on the lease, signed and dated by lessor and lessee

Correspondence on letterhead from an authorized individual

The document has a valid, reasonable term (at least one year for full, year long license)

Document is signed by applicant and property owner

**If a Deed:**

The name on the deed must match exactly with the applicant name (Ex. If John Doe, Inc. is the applicant, then the deed must be made out to John Doe, Inc.)

Deed must be stamped and recorded by the probate office in the county in which it is located

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

E-911 Address verification

Handwritten on the deed, signed and dated by applicant

Correspondence on letterhead from an authorized individual

Sales Tax License - a copy of the State of Alabama Sales Tax License

501(c) Charities must provide 501(c) paperwork

Tax exempt must provide their certificate of exemption

Federal Tax ID and coinciding paperwork (for corporations, LLCs, etc)

Background checks (excludes publicly traded companies and 501(c) charitable organizations)

**\*\*This needs to be initiated as SOON as you submit this packet and complete the application at your division office.\*\***

**The license will not be completed and issued until the background check is returned to your ABC Division office.**

Required for ALL applicants, partners, members, officers and anyone with a profit interest in the establishment to be licensed, unless publically traded.

**Approval from local governing authority (Excludes Tobacco only, Importers, and Wholesalers)**

Name(s) on the document must match the applicant name exactly. Physical location address must match the address on the application exactly. License type must match the application exactly. This must be on letterhead from the governing authority and must be signed by an authorized official.

**Copy of your Business License or completed business license application (Tobacco Only)**

Name(s) on the document must match the applicant name exactly. Physical location address must match the address on the application exactly.

**Liquor Liability Insurance Certificate (Excludes Tobacco only, Manufacturers, Importers, and Wholesalers)**

*See ABC Rules and Regulations 20-X-5-.14*

The insured must match exactly with the applicant name  
(Ex. If John Doe, Inc. is the applicant, then the insured must be John Doe, Inc.)  
Physical location address of the licensed premises must be listed on the insurance  
Certificate must clearly state a minimum of \$100,000 in Liquor Liability Insurance  
Coverage dates should be valid for the term of the license

**If you are transferring a license, make sure that the current licensee comes to the appointment with you to sign the transfer agreement. They will need to bring the following items:**

- A copy of the current license
- A copy of the current licensee's insurance
- A copy of the current licensee's driver's license

**Additional Requirements for On Premises Locations**

Health Permit

**Additional Requirements for a Restaurant**

Menu

Understanding of Restaurant Requirements (This will be given to you to sign by your local ABC office at some point during the application process)

**Additional Requirements for 031 Club Liquor Class I**

Copy of By-Laws

- States that regular meetings of the officers are held (weekly, monthly, etc)
- States that officers who are regularly elected conduct the operations of the club
- States that the members of the club are admitted by written application, investigation and ballot
- States that the club charges and collects dues from elected members (shows dollar amount)
- States that the club has been established and is operated solely for the purpose of being a social, national, patriotic, political or athletic, or similar approved club.

Membership list of at least 150 members to include: Applicant name, date of birth, home address, telephone number, occupation, place of employment, application date, date of admission, date initiation fees/dues are paid and the amount paid, name of the applicant's sponsor, the number of the card issued, and the type of ID used to verify age and identity. 10% will be verified.

Documentation that the applicant is a bona fide non-profit organization

An example Membership Application, Temporary Membership Card, and Permanent Membership Card

**Additional Requirements for 032 Club Liquor Class II**

Copy of By-Laws

- States that regular meetings of the officers are held (weekly, monthly, etc)
- States that officers who are regularly elected conduct the operations of the club
- States that the members of the club are admitted by written application, investigation and ballot
- States that the club charges and collects dues from elected members (shows dollar amount)
- States that the club has been established and is operated solely for the purpose of being a social, national, patriotic, political or athletic, or similar approved club.

Membership list of at least 100 members to include: Applicant name, date of birth, home address, telephone number, occupation, place of employment, application date, date of admission, date initiation fees/dues are paid and the amount paid, name of the applicant's sponsor, the number of the card issued, and the type of ID used to verify age and identity. 10% will be verified.

An example Membership Application, Temporary Membership Card, and Permanent Membership Card

If you have any questions or problems obtaining the information listed above, please call for assistance **before** your scheduled appointment. **No applications will be taken unless all required documents are correct at the time of your appointment.**