



# State of Louisiana

## Office of Alcohol and Tobacco Control

### Guidance for Wine Producer Permit Application

#### Terms and References

“Producer” means any person who, directly or indirectly, personally or through any agency engages in the making, blending, rectifying or other processing of wines in Louisiana. Producers may also sell their manufactured beverage at wholesale and at retail for consumption on or off the licensed premises.

#### Qualification Period

When the raw material (grapes, fruits, berries, or vegetables) are not available in sufficient quantities for the production of wines, a qualification period of four years shall be established in line with the issuance of a permit. The permit is issued only after showing that the person has planted or will plant within six months a sufficient amount of grapes, fruits, berries, or vegetables to meet the content requirement of fifty-one percent for wines within the qualification period.

During the qualification period, a person engaged in the production of wines:

- May operate as a producer of wines even though the bulk of raw grapes, fruits, berries or vegetables used in producing such wines are obtained outside this state.
- Obtain producer's permit (at an annual cost of \$50.00 for each permit issued) and provide bond required by R.S. 26:348 (\$5,000.00) prior to beginning production.
- Pay excise taxes imposed upon still wines rather than that imposed on wines during this period.

#### Provisions for Cash or Short-Term Credit Sales

Wine producers must sell, offer to sell, or deliver any alcoholic beverage to any wholesale or retail dealer in this state for cash or on terms requiring payment not later than the 15<sup>th</sup> day following that on which delivery is made. Retail dealers must buy or accept delivery of any such beverages on the same terms. If any payment is not made, the vendor immediately notifies the Office of Alcohol and Tobacco Control. The Alcohol and Tobacco Control Commissioner will then promptly notify all manufacturers and wholesale dealer in the state of the default and, thereafter, no person shall sell alcoholic beverage to the retailer in default except on a cash basis, until authorized to do so by the Commissioner.

A dealer who is in violation of this section may have their license suspended for up to five days for the first offense, and for up to thirty days for a subsequent offense. (L.R.S. 26:148)

# Louisiana Office of Alcohol & Tobacco Control

## Wine Producer/Winery Permit Information Sheet

La R.S. 26:2(22) defines a wine producer as “any person who, directly or indirectly, personally or through an agency, cultivates and grows grapes, fruit, berries, honey, or vegetables from which wine of an alcoholic content is excess of 6% by volume is produced and bottled from a fermentation of such grapes, fruits, berries, honey, or vegetables in Louisiana or outside the state for shipment to licensed wholesale dealers within the state subject to the provisions of 26:364.”

### Steps to become a licensed Louisiana Wine Producer/Winery:

1. Obtain the appropriate federal permit from TTB. Please contact TTB at [www.ttb.gov](http://www.ttb.gov).
2. Obtain the appropriate surety bond from the Louisiana Department of Revenue. Please contact the Department of Revenue (225)219-7656.
3. Register Product Labels online, view information at [www.atc.la.gov/productlabeling.php](http://www.atc.la.gov/productlabeling.php)
4. Complete Louisiana Application [www.atc.la.gov](http://www.atc.la.gov)
  - a. Permit fees (\$50).
  - b. Schedule A and copy of driver’s license for each applicant
  - c. Fingerprints and fees  
*Include a business check, money order, or cashier’s check for \$38.00 made out to Louisiana State Police for each set of fingerprints submitted.*
  - c. Attach a copy of a bonafide lease or proof of ownership of the premises to be licensed.
  - d. Attach a copy of all corporate documentation and proof of registration and good standing with the Louisiana Secretary of State.
  - e. Attach a diagram of the premises to be licensed.
  - f. Attach an in-depth description of the business model that clearly describes the production process and equipment utilized.
5. Obtain a local wine producer’s permit (parish or city).
6. Obtain all required occupational and health licenses (state and local).
7. Ensure that bottle sizes and packaging comply with La. R.S. 26:351.

***A current version of the Louisiana Alcoholic Beverage Control Law can be viewed on our website at [www.atc.la.gov](http://www.atc.la.gov) by clicking on the link labeled “law book” on the legal and prosecution division page***



LOUISIANA DEPARTMENT OF REVENUE  
OFFICE OF ALCOHOL AND TOBACCO CONTROL  
P.O. BOX 66404  
BATON ROUGE, LOUISIANA 70896-6404  
TELEPHONE (225) 925-4041 – FAX (225) 925-7652

## Application for Wine Producer's Permit

To: Commissioner, Office of Alcohol and Tobacco Control

Permit to be issued for one year ending on December 31, \_\_\_\_

Permit to be issued to: \_\_\_\_  
(name of individual, partnership, limited partnership, or corporation)

Trade Name: \_\_\_\_

Physical Location of Winery: \_\_\_\_  
(this description should be sufficient to allow a person to locate the facility)

Mailing Address: \_\_\_\_

City or town: \_\_\_\_ Parish: \_\_\_\_ Ward: \_\_\_\_  
(if different than physical location)

1. Ownership:  Individual  Partnership  Limited Partnership  Corporation  
(requires written agreement) (requires certificate) (requires certificate)

2. If corporation, show state of domicile: \_\_\_\_  
If domicile is not in Louisiana, is corporation authorized to do business in Louisiana?  
 YES  NO

3. If partnership, is partnership recognized by Louisiana law?  YES  NO

4. Is the application for a:  
 Renewal permit for same business and location  
 Permit for new business or new location

5. Does applicant meet the definition of "wine producer" as provided in R.S. 26:2(21)?  
 YES  NO

6. Does applicant meet the definition of "winery" as provided in R.S. 26:2(22)?  
 YES  NO

8. If a partnership or corporation, list below names, addresses, and percentage of business owned by each partner or stockholder. Schedule "A" must be attached for each partner, or for each stockholder owning more than 5% of the stock. Also, any financial backers of the business must be listed and Schedule "A" submitted.

Name of Person	Address	*Kind of Interest	% Owned

**\* Partner, stockholder, or financial backer**

9. (a) Is applicant's business to be conducted wholly or partly by one or more managers, agents or other representatives?  YES  NO  
 (b) If yes, such persons shall also possess the same qualifications of the applicant and form Schedule "A" must be submitted on each.  
 (c) As to stockholders, managers, agents, representatives or other associated individuals, form Schedule "A" must be furnished for additional personnel as those changes occur.

10. List below the brand name of each wine and the type of each wine you intend to produce or sell, whether at wholesale or retail. Any additions or deletions from this list shall be reported promptly to this office with the appropriate affidavit. (If additional space is needed, please use a separate sheet of paper and write the number "10" on it. Attach the paper to this application.)

**REQUIRED:**

11. (a) An Alcoholic Beverage Tax Surety Bond in accordance with the provisions of LRSA 26:348 must be furnished in the same name and address as the permit.  
 (b) Applicant must comply with provisions of LRSA 26:148 (Cash or Short Term Credit Law). See instructions.

**AFFIDAVIT**

I swear that I have read each of the questions in this application and that the answers which I have given are true and correct to the best of my knowledge and that I meet the qualifications and conditions set out in LA. R.S. 26:80 and 280..

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Print/Type your name:** \_\_\_\_\_

**Sworn to and subscribed to me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_

**In the parish of** \_\_\_\_\_, **State of** \_\_\_\_\_

**Notary Public's Signature:** \_\_\_\_\_

**Print Name of Notary Public:** \_\_\_\_\_



Ernest P. Legier, Jr., Commissioner

## SCHEDULE A FORM INDIVIDUAL SUITABILITY DISCLOSURE FORM

**Note:** Must be executed by **EACH INDIVIDUAL** manager, owner, partner, financial backer, officer, agent, director, stockholder, member, or any person owning more than 5% of the stock or membership interest in the business.

### BUSINESS INFORMATION

1. Business/Entity Legal Name: (Name of individual or business entity)	
2. Trade Name (DBA):	
3. Business Address: (Street Address, City, State, and Zip code)	
4. Business Phone Number:	5. Business Email Address:

### INDIVIDUAL INFORMATION

6. Individual Affiliation with Business: <input type="checkbox"/> Manager <input type="checkbox"/> Officer/Member/Director <input type="checkbox"/> Partner <input type="checkbox"/> Other: _____ <input type="checkbox"/> Investor <input type="checkbox"/> Stockholder/Shareholder <input type="checkbox"/> Owner			
7. Full Name		8. Maiden name/alias/nickname/former legal name:	
9. Occupation:		10. Employer:	
11. Date of Birth:	12. Age:	13. Place of Birth:	
14. Business Phone Number:		15. Cell Number:	
16. Email Address:		17. Mailing Address:	
18. Social Security Number:			
19. Race:	20. Gender:	21. Driver's License Number:	22. State of Issuance
23. Is a colored copy of your driver's licensed attached to this form?			<input type="checkbox"/> YES <input type="checkbox"/> NO
24. Have you continuously resided in Louisiana for the last two (2) years?			<input type="checkbox"/> YES <input type="checkbox"/> NO
25. Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO, enter Naturalization number:			
26. Affiliation with Business: (Job Title/Position)		27. Percentage of Ownership:	

### MARITAL/SPOUSAL INFORMATION

P.O. Box 66404, Baton Rouge, LA 70896-6404 \* 7979 Independence Boulevard, Suite 101, Baton Rouge, LA 70806  
Telephone: (225) 925-4041



Ernest P. Legier, Jr., Commissioner

28. Select Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Legally separated	
29. Name of Spouse:	
30. Spouse Maiden Name/Alias (if applicable):	
31. Spouse's Date of Birth:	32. Spouse's Social Security Number:
33. Spouse Driver's License No:	34. State of Issuance:
35. Is the marriage a community property regime? (separation of property agreement) <input type="checkbox"/> YES <input type="checkbox"/> NO	
36. Will Spouse assist in managing Applicant's business? <input type="checkbox"/> YES <input type="checkbox"/> NO	
37. Do you or your spouse own or hold interest in any other business holding a state retail alcoholic beverage permit? If yes, provide the following information. If more than one, please attach list. Permit Number: Trade Name: Location address:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

**QUALIFICATION**

38. Is the applicant applying for a video poker license issued by Louisiana State Police?	<input type="checkbox"/> YES <input type="checkbox"/> NO
39. Is this application being submitted by you to obtain an alcoholic beverage permit in your name for the benefit of any other person?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If you answered YES to any question listed below, a Schedule F Form must be completed.  
Applicant must attach a disposition of each arrest.**

**CRIMINAL BACKGROUND INFORMATION**

40. Have you or your spouse ever been convicted of violating any state or local alcoholic beverage statute, rule or ordinance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
41. Have you or your spouse had any license or permit to sell or deal in alcoholic beverages revoked within the last two (2) years prior to filing this form?	<input type="checkbox"/> YES <input type="checkbox"/> NO
42. Have you or your spouse ever been denied an alcoholic beverage permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
43. Have you or your spouse ever been arrested for a felony charge?	<input type="checkbox"/> YES <input type="checkbox"/> NO
44. Have you or your spouse ever been convicted of a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
45. Have you or your spouse ever had a conviction adjudicated under 893 or 894, dismissed, pardoned, expunged, pled guilty or pled nolo contendere or "no contest"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
46. Have you or your spouse ever been convicted of solicitation for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place, or dealing in controlled dangerous substances?	<input type="checkbox"/> YES <input type="checkbox"/> NO
47. Have you or your spouse ever been convicted of distributing or possessing with intent to distribute any controlled dangerous substance on any premises holding an alcoholic beverage permit where you held or hold an ownership interest in the business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
48. Have you or your spouse been convicted or has a judgment of court rendered against you involving the sale or service of alcoholic beverage by this or any other state or in the U.S. within the last two (2) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
49. Have you or your spouse ever been convicted in this or in any other state in the U.S. of theft?	<input type="checkbox"/> YES <input type="checkbox"/> NO
50. Have you or your spouse ever been convicted in this or in any other state in the U.S. of any crime involving false statements or declarations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
51. Have you or your spouse ever been convicted in this or in any other state in the U.S. of gambling?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**DISCLOSURE OF OTHER INTEREST IN ALCOHOL INDUSTRY**



**Ernest P. Legier, Jr., Commissioner**

**& UNFAIR BUSINESS AND TRADE PRACTICES**

52. Does Applicant understand it is prohibited to directly or indirectly have any overlapping ownership or any other prohibited relationship between those engaged in the business related to the alcoholic beverage industry such as engaging as a retailer/wholesaler, retailer/manufactur <sup>*</sup> , or wholesaler/manufactur <sup>*</sup> .	<input type="checkbox"/> YES <input type="checkbox"/> NO
53. Does Applicant or applicant's spouse receive any proceeds or profits from any alcoholic beverage retailer, wholesaler or manufacturer? If Yes, provide additional details below or attached detail explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
54. Does Applicant understand that alcoholic beverage manufacturers and wholesalers are prohibited from providing an alcohol retailer with anything of value unless explicitly enumerated as an exception as provided by law or regulation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
55. Does Applicant understand that manufacturers and wholesalers are prohibited from inducing or otherwise influencing, directly or indirectly, a retailer from selling and/or serving its products to the exclusion, in whole or in part, of products of other manufacturers and/or wholesalers, including but not limited to influencing the retailer in any way regarding the quality or brand of alcoholic beverages bought or sold by the retailer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
56. Does Applicant understand that retailers are prohibited from accepting or requiring any such inducement or other influence and anyone found in violation of the trade practices laws and regulation of the State of Louisiana, is subject to penalties, suspension or revocation of its permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**SWORN STATEMENT/AFFIDAVIT**

*I swear that I have read each of the above questions and that the answers that I have given are true and correct to the best of my knowledge and that I meet the qualifications and conditions set forth in La. R.S. 26:80 and 26:280. I consent to this information being shared with the Louisiana State Police for video poker licensing purposes.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Notary**

*Sworn to and subscribed to me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the parish/county of \_\_\_\_\_, State of \_\_\_\_\_*

\_\_\_\_\_  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

*Office Use Only*

Process by:

Permitted by and date:

Approval By & Date:



Ernest P. Legier, Jr., Commissioner

**SCHEDULE F FORM  
CRIMINAL HISTORY DISCLOSURE FORM**

**Who is required to complete?**

This form must be completed by any applicant who has been convicted of a felony and seeks lawful issuance of an alcoholic beverage permit under the provisions of R.S. 26:80(f) and/or 26:280(f). Applicant attests that the felony was not a crime of violence as defined in LA R.S. 14:2B, and that 10 years or more have passed between the date of this application and the successful completion of any sentence, deferred adjudication, or period of probation, parole, and the final discharge of the defendant. Applicant is required to submit official documentation of pardon, restoration of rights, or official certification that 10 years or more has passed since successful completion of any sentence, deferred adjudication, or period of probation or parole and the final discharge of the defendant at the time of application.

If you have been convicted of a crime of violence as defined in La. R.S. 14:2B, you will not qualify for an alcoholic beverage permit. See ATC's website for additional information and see frequently asked questions at [www.atc.la.gov](http://www.atc.la.gov) or definition of crime of violence at <https://www.legis.la.gov/Legis/Law.aspx?d=78337>.

BUSINESS INFORMATION		
1. Business Legal Name: (Name of individual or business entity)		
2. Trade Name (DBA):		
3. Business Address:		
4. City:	5. Zip Code:	6. County/Parish:

INDIVIDUAL INFORMATION			
7. Affiliation with Business:			
8. Print Name:		9. Maiden name/alias/nickname/former legal name:	
10. Date of Birth:		11. Place of Birth:	
12. Business Phone Number:		13. Cell Number:	
14. Email Address:		15. Mailing Address:	
16. Social Security Number:			
17. Race:	18. Gender:	19. Driver's License Number:	20. State of Issuance



Office Use Only:



Ernest P. Legier, Jr., Commissioner

**HISTORY OF ARREST AND CONVICTION**

Arrest Charge/Conviction (Statute)	Date of Arrest of Conviction	Jurisdiction/Court Agency	Date of Discharge or Disposition

**APPLICANT MUST ATTACH A DISPOSITION OF EACH ARREST AND/OR CONVICTION LISTED ABOVE. FAILURE TO SUBMIT A DISPOSITION MAY RESULT IN PROCESSING DELAYS OR DENIAL.**

**Sworn Statement and Affidavit**

*I swear that I have read each of the above questions and the answers that I have given are true and correct to the best of my knowledge and that I meet the qualifications and conditions set forth in La. R.S. 26:80 and 26:280. I consent to this information being shared with the Louisiana State Police for video poker licensing purposes.*

\_\_\_\_\_  
Print Owner/Officer/Member Name                      Title                      Signature of Owner/Officer/Member

\_\_\_\_\_  
Date

**Notary**

*Sworn to and subscribed to me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the parish/county of \_\_\_\_\_, State of \_\_\_\_\_*

\_\_\_\_\_  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

<i>Office Use Only</i>	Process by:	Date Submitted:	Approval By & Date:
------------------------	-------------	-----------------	---------------------



Ernest P. Legier, Jr., Commissioner

**CRIMES OF VIOLENCE**

**A "Crime of Violence" as defined in La. R.S. 14.2B includes any crimes listed below. If you have been convicted of any of the felonies listed below, you shall be disqualified for an alcoholic beverage permit.**

- |  |   |
|--|---|
| (1) Solicitation for murder.                                 | (46) Vehicular homicide, when the operator's blood alcohol concentration exceeds 0.20 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood.                           |
| (2) First degree murder.                                     | (47) Aggravated assault upon a dating partner.  |
| (3) Second degree murder.                                    | (48) Domestic abuse battery punishable under R.S. 14:35.3(M)(2) or (N).   |
| (4) Manslaughter.  | (49) Battery of a dating partner punishable under R.S. 14:34.9(L)(2) or (M).  |
| (5) Aggravated battery.                                      | (50) Violation of a protective order if the violation involves a battery or any crime of violence as defined by this Subsection against the person for whose benefit the protective order is in effect. |
| (6) Second degree battery.                                   | (51) Criminal abortion.   |
| (7) Aggravated assault.                                      | (52) First degree feticide.   |
| (8) Repealed by Acts 2017, No. 281, §3.                      | (53) Second degree feticide.  |
| (9) Aggravated or first degree rape.                         | (54) Third degree feticide.   |
| (10) Forcible or second degree rape.                         | (55) Aggravated criminal abortion by dismemberment.   |
| (11) Simple or third degree rape.                            |   |
| (12) Sexual battery.   |   |
| (13) Second degree sexual battery.                           |   |
| (14) Intentional exposure to AIDS virus.                     |   |
| (15) Aggravated kidnapping.                                  |   |
| (16) Second degree kidnapping.                               |   |
| (17) Simple kidnapping.                                      |   |
| (18) Aggravated arson.                                       |   |
| (19) Aggravated criminal damage to property.                 |   |
| (20) Aggravated burglary.                                    |   |
| (21) Armed robbery.  |   |
| (22) First degree robbery.                                   |   |
| (23) Simple robbery.   |   |
| (24) Purse snatching.  |   |
| (25) Repealed by Acts 2017, No. 281, §3.                     |   |
| (26) Assault by drive-by shooting.                           |   |
| (27) Aggravated crime against nature.                        |   |
| (28) Carjacking.   |   |
| (29) Repealed by Acts 2017, No. 281, §3.                     |   |
| (30) Terrorism.  |   |
| (31) Aggravated second degree battery.                       |   |
| (32) Aggravated assault upon a peace officer.                |   |
| (33) Aggravated assault with a firearm.                      |   |
| (34) Armed robbery; use of firearm; additional penalty.      |   |
| (35) Second degree robbery.                                  |   |
| (36) Disarming of a peace officer.                           |   |
| (37) Stalking.   |   |
| (38) Second degree cruelty to juveniles.                     |   |
| (39) Aggravated flight from an officer.                      |   |
| (40) Repealed by Acts 2014, No. 602, §7, eff. June 12, 2014. |   |
| (41) Battery of a police officer.                            |   |
| (42) Trafficking of children for sexual purposes.            |   |
| (43) Human trafficking.                                      |   |
| (44) Home invasion.  |   |
| (45) Domestic abuse aggravated assault.                      |   |



ATN: \_\_\_\_\_

SID: \_\_\_\_\_

**RAPSHEET DISCLOSURE**  
**BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION**  
**P.O. BOX 66614 (MAIL SLIP A-6)**  
**BATON ROUGE, LA 70896**

\_\_\_\_\_  
AGENCY, BUSINESS OR INDIVIDUAL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

**NOTICE:**  
**PLEASE PRINT OR TYPE**  
**INFORMATION, EXCLUDING**  
**ADMINISTRATORS OR AUTHORIZED**  
**PERSONS SIGNATURE.**

**INCOMPLETE FORMS WILL NOT BE**  
**PROCESSED.**

APPLICANT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

HAIR COLOR: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ BIRTH STATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DRIVER LICENSE/ID: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: (For Bureau of Criminal Identification and Information Use Only)**

---

## CRIMINAL HISTORY DETERMINATION

---

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE  
AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.**

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of an arrest or conviction information not available in our database.

RAPSHEET ATTACHED

RESPONSE BELOW



Ernest P. Legier, Jr., Commissioner

ELECTRONIC FINGERPRINT CERTIFICATION FORM

Notice: In lieu of submitting fingerprint cards, Applicants for Alcohol or Tobacco permits may complete electronic fingerprints at the Louisiana State Police Headquarter, located at 7919 Independence Blvd, Baton Rouge, LA 70806. Applicants completing electronic fingerprints is required to remit the additional electronic submission fee and this completed form to the ATC.

\*\*\*\* IF APPLICANT SUBMITTED FINGERPRINTS ELECTRONICALLY\*\*\*\*

Please submit:
ELECTRONIC SUBMISSION FEE: \$10.00

SUBMIT CERTIFICATION FORM: LOUISIANA OFFICE OF ALCOHOL TOBACCO CONTROL
7979 INDEPENDENCE BLVD., SUITE 101
BATON ROUGE, LA 70806

SUBMIT FEE TO LSP: \$10.00 for electronic submission of fingerprints directly to Louisiana State Police

\*\*\*Money Orders or Cashier's Check ONLY.
\*\*This fee is in addition to the background processing fee of \$39.25

WHEN TO SUBMIT: If applicant submit fingerprints electronically, a complete copy of this certification form must be submitted with application. ATC will not process the application without verification that all required fingerprints have been submitted.

I, \_\_\_\_\_ (print name), hereby certify that I am applying for an alcoholic beverage permit with the Louisiana Office of Alcohol and Tobacco Control (ATC), that I have submitted my fingerprints electronically at an office provided by Louisiana State Police (LSP), and that I have submitted the necessary authorization form to allow ATC to receive the results of my criminal background report from the FBI and LSP as mandated by La R.S. 26:80 and La. R.S. 26:280.

Applicant's Signature

Date of Fingerprint Submission

Signature of Employee Administering Fingerprints

Print Name of Employee

Address of Location where Fingerprints were submitted

## A Note from the Louisiana Office of Alcohol & Tobacco Control

As the agency tasked with regulating alcoholic beverage and tobacco commodities, one of our main goals here at ATC is to promote awareness and understanding throughout the industry of the Alcoholic Beverage and Tobacco Laws and Regulations. As such, we feel that it may be helpful to provide you with a few commonly un-known or misunderstood provisions of law. Please read the following.

- Licensed Louisiana retail dealers of alcohol and tobacco products can only purchase their inventory from licensed Louisiana wholesale dealers.
- 6% price mark-up provisions apply to alcohol and tobacco products.
- Permits are issued per location address and only one alcoholic beverage permit can be issued to an address (i.e. you cannot have two classes of permits at one address).
- **Public habitable area** means publicly accessible space, within a structure, which is permanent in nature, is in compliance with applicable building codes, is fully enclosed and climate controlled.
- Employees selling or serving alcoholic beverage and tobacco products must obtain a Responsible Vendor Certification within 45 days of employment.
- Retail dealers are required to maintain alcoholic beverage and tobacco invoices as well as employee records on the licensed premise at all times.
- Managers must be registered and certified by ATC. It is important to supply a Schedule A on all appointed managers.
- ATC is authorized to accept documentation and provide information to anyone registered with a business. As such, it is imperative, for the safety your business information, to maintain current ownership and management records with ATC.
- Smoking is not allowed on any areas of a Class B, C (package stores), or AR premise (restaurant).
- Placing signs provided by wholesalers/suppliers outside your business is prohibited (this also includes utility items such as table umbrellas).
- The sale of single cigarettes is prohibited.

A complete copy of the Alcoholic Beverage and Tobacco laws and regulations can be downloaded from the ATC website at [www.atc.la.gov](http://www.atc.la.gov). We are always happy to assist you with any questions or concerns at (225)925-4041. Additionally, we encourage you to help us promote responsible business practices by reporting violations of the alcoholic beverage and tobacco laws to our complaint line at (225)925-4070.