

Louisiana Office of Alcohol & Tobacco Control

Alcoholic Beverage Wholesale Dealer Information Sheet

Applicants seeking to become a wholesale dealer of any alcoholic beverages (other than malt beverages) must provide the following:

1. Proof of the appropriate federal permit from United States Alcohol and Tobacco Tax and Trade Bureau. Please contact TTB at (225)231-6620. Website is www.ttb.gov.
2. Proof of the appropriate surety bond from the Louisiana Department of Revenue. Please contact the Department of Revenue, Excise Division @ (225)219-7656.
3. Completed Louisiana Liquor Wholesale Dealer Application www.atc.la.gov:
 - a. Permit fees (\$2500.00)
 - b. Schedule A forms to be provided on all officers, directors, owners, members, stockholder's owning more than 5% interest, and managers
 - c. Schedule F form if applicable (i.e. for persons who have been convicted of a felony).
 - d. Fingerprints to be submitted on all officers, directors, owners, members and stockholder's owning more than 5% interest
 - a. Each set of fingerprints must include two fingerprint cards, an authorization form, a disclosure form and \$38.00 in the form of a cashier's check, money order, or business check made out to Louisiana State Police.
 - e. Completed Schedule B form
 - f. Corporate documentation (Secretary of State Certificate and Articles of Incorporation or Articles of Organization and proof of registration and good standing with the Louisiana Secretary of State)
 - g. Proof of a valid lease or ownership of delivery equipment that is dedicated to the primary use for the distribution and delivery of alcoholic beverages.
 - h. Signed letter documenting the distributor's immediate trade area, along with parishes and the number of retailers.
 - i. Proof of a brand representation agreement with a licensed manufacture/supplier
 - j. Proof of a valid lease or ownership of the property to be permitted or proof that space in a public warehouse is dedicated to applicant's use.
 - k. Diagram of the premises to be permitted

- I. Signed Statutory Acknowledgement affidavit form
- m. Proof of a valid local alcoholic beverage permit or documentation evidencing that the applicant has applied for the proper local alcoholic beverage permit.

Note: Applicants for an alcoholic beverage wholesale dealer permit shall not hold an interest in any alcoholic beverage manufacturer/supplier or retail permit.

A current version of the Louisiana Alcoholic Beverage Law and Regulations is available on our website at www.atc.la.gov under the Legal section of the Resources tab.

Qualifications for Wholesale Malt Beverage Permit Applicants

Louisiana Revised Statutes 26:2, Paragraph (18)

(18) "Wholesale dealer" means those persons who sell alcoholic beverages of high alcoholic content to licensed wholesale dealers or licensed retail dealers exclusively, within the state or to any person for delivery beyond the borders of the state to a licensed dealer in that state and who conduct a bona fide wholesale business and maintain a warehouse or warehouses for the storage and warehousing of alcoholic beverages of high alcoholic content in the area where domiciled and licensed by the state, and conduct and maintain systematic and regular solicitations, distribution, deliveries, and sales of said beverages to licensed retail dealers located within the boundary of each parish, municipality, or geographic area, as contractually defined between the wholesaler and his supplier, in which the wholesaler makes any sale or delivery.

Louisiana Revised Statutes 26:359, Subsection A

A. Except as provided in Subsection B of this Section and R.S. 26:271.1 and 326, no alcoholic beverages as defined in R.S. 26:241(1) produced or manufactured inside or outside of this state shall be sold or offered for sale in Louisiana, or shipped or transported into or within the state, except to the holder of a wholesaler's permit. Delivery of alcoholic beverages produced or manufactured inside or outside of this state shall be made at the place of business of the wholesaler shown on the wholesaler's permit, and must be received and warehoused by the wholesaler at that place of business, where such alcoholic beverages shall come to rest before delivery is made to any retailer.

Louisiana Revised Statutes 26:741, Paragraphs A through D

A. All sales of beer and other malt beverages containing more than one-half of one per cent alcohol by volume made by wholesalers to retailers shall be for cash only.

B. The term "cash" as used in this Section means any consideration consisting of currency, or coin, or check, or certified check, or bank money order, in an amount equalling but not exceeding the purchase price of the beer or other malt beverage delivered. The failure to pay cash upon delivery, or any maneuver, device, or shift of any kind, whereby credit is extended, shall constitute a violation of this Section and subject the license of any violator of this Section to suspension or revocation by the commissioner.

C. The term "check" as used in this Section is an order in writing by a retail beer permittee drawn on, and in accordance with the rules of any bank licensed under the laws of this State, or of the United States of America, ordering said bank to pay a certain sum of money to the beer wholesale permittee making the sale, which check is honored by the bank upon presentation.

D. The commissioner shall promulgate rules and regulations defining terms, specifying conditions by which checks and other cash, as defined in Subsections A and B hereof, may be accepted in payment of beer and other malt beverages and establishing procedures and making requirements to be followed by wholesale dealers in attending hearings, depositing checks, filing reports of checks returned unpaid by the bank, and maintaining records. The violation of such regulations when duly promulgated and enacted may be cause for suspension or revocation of the violator's license by the commissioner. Any action of the commissioner under this Section

providing for suspension or revocation of a permit shall be preceded by a notice to the violator and hearing by the commissioner or his agent.

Louisiana Administrative Code 55:VII.307

§ 307. Regulation IV -Definitions and Explanations

A. Definitions

“Alcoholic Beverages”-[as used in R.S. 26:80(E), (F), (G), and (H)] interpreted as defined in R.S. 26:2(1)

“Bona fide wholesaler” means a dealer who in good faith truly and openly conducts the business of wholesaling alcoholic beverages to retailers in an immediate trade area without any simulation or pretense as to his true classification as a wholesaler.

“Immediate trade area” as used in R.S. 26:82 means that geographical area in which a wholesale permittee in good faith actually carries on and intends to carry on a bona fide wholesale business by regular sales and deliveries of alcoholic beverages on hand to at least 20 percent of the retail permittees carrying on business in such area with separate sales to said retailers accounting for at least 50 percent of the gallonage handled by said wholesale permittee.

“Liquor”-[as used in R.S. 26:80(D)] interpreted as defined in R.S. 26:2(1)

B. Every bona fide wholesale dealer must necessarily have an immediate trade area the size of which depends upon the scope and extent of his operation.

C. Every applicant for a wholesale license must define his immediate trade area, as defined above, at the time of application. An applicant’s designation must be reasonable and must not contain artificial or unrealistic areas, or areas amounting to a pretense or simulation.

D. No wholesale permit shall be issued to any applicant, or, if issued no wholesale permit shall be held by any permittee unless such applicant or permittee, at all times throughout the license year, meets and maintains, in addition to all other qualifications and requirements provided by law, the applicable standards set forth in R.S. 26:82, and in these regulations.

E. A Schedule B is required by the board of every wholesale permit applicant. This schedule must be filed prior to the issuance or renewal of any wholesale permit and must be answered in anticipation of the coming year’s operation.

F. At any time during the license year, the board may require any wholesale dealer to file with the board any pertinent information requested in connection with his classification as a wholesale dealer.

G. At any time during the license year, the board may order an inspection and audit of any wholesale dealer in connection with his classification as a wholesale dealer.

H. All inspections and audits made and all Schedule B’s on file shall remain confidential in the board’s files, unless and until the same are used in connection with enforcement purposes or any denial, suspension or revocation proceeding.

17. Is applicant a new ownership to succeed an established on-going business? Yes No
 If yes, name of previous owner: _____

17a. Trade Name of Business: _____

17b. Permit Number: _____

17c. Class and Type: _____

18. Does this applicant have knowledge of two (2) separate beer taxes (STATE AND LOCAL), tax reports, and payment of taxes? Yes No
 If no, please explain below or in an attachment.

19. Has applicant applied to local authorities for a "wholesale dealer" permit? Yes No
 If no, please explain below or in an attachment.

20. Does this applicant know of the beer cash laws and regulations? Yes No If no, please explain below or in an attachment.
Note: Each applicant wishing to obtain a "wholesale dealer" permit is encouraged to become familiar with beer cash laws and regulations (Title 55:VII).

21. Does this applicant maintain warehouse space? Yes No If yes, select below how warehouse space is maintained.
 Owned by applicant Leased by applicant

22. Is the warehouse space maintained by this applicant sufficient to store, at one time, a stock of alcohol equal to at least 10% of its annual case volume of alcohol sales at wholesale to retailers? Yes No

23. Does this applicant maintain, at all times, a stock of alcohol in its warehouse which is owned by the applicant, not consigned, and which cost \$50,000 or more to acquire? Yes No

24. Does this applicant maintain delivery equipment? Yes No If yes, select below how equipment is maintained.
 Owned by applicant Leased by applicant

25. Will this applicant maintain brand representation? Yes No If yes, provide the details requested in questions 26 & 27 of this application.

26. List, ***by attachment**, each brand of malt beverage this business intends to sell **NOT** containing more than six percent alcohol by volume, the manufacturer, and the manufacturer's city and state. ***Apply attachment to this application regarding this requested information.**

27. List, ***by attachment**, each brand of malt beverage this business intends to sell that contains **MORE** than six percent alcohol by volume, the manufacturer, and the manufacturer's city and state. ***Apply attachment to this application regarding this requested information.**

28. *State the parishes in which this applicant maintains sales of alcohol to retailers at wholesale and give the number of retailers that it sells alcoholic Beverages to in each of those parishes in the space provided below.

Parish	Number of Retailers

***Apply attachment to this application if necessary.**

29. Will this applicant's sales to retailers account for at least 50% of the gallonage it handles, excluding sales made by the applicant to retailers in which it holds interest. Yes No

Wholesale Malt Beverage Permit Fee: \$1000.00

This affidavit must be signed by the owner, if individual ownership; authorized partner, if partnership; or authorized officer and/or official, if corporation or LLC. Misstatement or suppression of material facts in this application is grounds for denial of this permit. Conviction of filing false public records, a violation of Louisiana Revised Statute 14:133, may result in imprisonment for not more than five years with or without hard labor and fines of not more than \$5000.00 (five thousand dollars), or both.

Affidavit

I hereby apply for a Wholesale Malt Beverage Permit as required by Title 26 of Louisiana Revised Statutes. Under the penalties of perjury, I declare that I have examined this application, including all accompanying documents, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature: _____ Title: _____

Print/Type your name: _____

Sworn to and subscribed to me this _____ day of _____, 20____

in the parish/county of _____ State of _____

Notary Public's Signature: _____ Print Name of Notary Public: _____



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) 925-3975

Wholesaler Schedule "B"

Name: _____		
Location Address: _____		
Mailing Address: _____		
Phone Number: (____) _____		
Part I – Warehouse Space		
A. Do you maintain warehouse space: <input type="checkbox"/> Owned by you <input type="checkbox"/> Leased by you <input type="checkbox"/> Dedicated exclusively to your use in a public warehouse		
B. Is the warehouse space maintained by you sufficient to store, at one time, a stock of alcohol equal to at least 10% of your annual case volume of alcohol sales at wholesale to retailers? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Part II – Warehouse Stock		
Do you maintain, at all times, a stock of alcohol in your warehouse which is owned by you, not consigned, and which cost \$50,000 or more to acquire? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Part III – Delivery Equipment		
Do you maintain delivery equipment: <input type="checkbox"/> Owned by you <input type="checkbox"/> Leased by you <input type="checkbox"/> Dedicated to your use		
Part IV – Brand Registration		
A. Do you maintain brand representation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
B. If yes, give the name of at least one brand of a distillery or manufacturer you represent in the space provide below.		
Brand Name: _____	Manufacturer or Distillery: _____	City and State: _____
Part V – Sales to Retailers		
A. State the parishes in which you maintain sales of alcohol to retailers at wholesale and give the number of retailers you sell alcoholic beverages to in each of those parishes in the space provided below.		
Parish	Number of Retailers	
B. Do your sales to retailers account for at least 50% of the gallonage handled by you, excluding sales made by you to retailers in which you hold an interest? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Part VI – General		
A. Do you, your spouse, any individual, any corporation, or any other party associated with this business hold any interest in any manufacturing permit or retail permit? <input type="checkbox"/> YES <input type="checkbox"/> NO		
B. Is any of your wholesale stock of alcohol stored on the premises of any retail establishment? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give the location _____ and amount stored there _____		
C. Are you primarily engaged in exporting alcohol from this state? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give the volume of gallonage exported _____ and total gallonage handled _____		
D. Are you subsidized, financed, or employed by a manufacturer to operate your business? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what is your relationship with the other party? _____		

Affidavit of Applicant for Wholesaler Permit

Before me, the undersigned Notary Public, personally came and appeared the undersigned person, who, after being duly sworn did depose and state that:

1. I have read and understood each of the questions contained in this application;
2. The answers given to each question contained in this application are true and correct to the best of my knowledge and belief;
3. I meet the qualifications and conditions set out in Louisiana Revised Statutes 26:80 and 280;
4. I have no interest whatsoever in any establishment holding a retail beer or liquor permit;
5. I understand that any misstatement or suppression of fact in this application or any accompanying documents is grounds for denial of this application for a wholesale permit.

Signature of Applicant

Printed Name

Social Security Number

Title

Business

Subscribed before me, the undersigned Notary Public, on this ____ day of ____, 20____ in the city of ____, parish of ____, State of Louisiana.

Notary Public

Signature



State of Louisiana
Office of Alcohol and Tobacco Control
8585 Archives Ave., Suite 220
P.O. Box 66404 Baton Rouge, LA 70896-6404
Telephone (225) 925-4041 · Fax (225) 925-3975

FOR OFFICE USE ONLY

Permit Number:

Sequence Number:

Wholesaler Schedule A

1. Applicant's Name (individual, partnership, corporation, LLC):				2. Trade Name of Business (if applicable):	
3. Location Address of Applicant (street/city/state/zip):					
4. Name of person to be certified (Enter Full Legal Name):				5. Daytime Phone #: () -	
6. Residence Address (street/city/state/zip):					
7. Race:	8. Sex:	9. Date of Birth:	10. Social Security Number:	11. Driver's License # and State:	
12. Place of birth?		13. Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		14. Naturalization Number (if applicable)	
15. Are you a citizen of Louisiana? <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Have you continuously resided in Louisiana for the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. Are you married? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide full name, Social Security Number and Date of Birth of Spouse.					
18. Do you, your spouse, any individual, any corporation, or any other party associated with this business hold any interest in any manufacturing or retail alcohol permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the following questions in this section (provide attachment if necessary).					
18a. Owner Name of business: _____					
18b. Trade Name of Business: _____					
18c. Permit Number: _____					
18d. Location Address: _____					
18e. Class and Type: _____					
18f. Type of Interest: _____					
18g. Equity Interest Held (provide attachment if necessary): _____					
19. Have you or your spouse ever been convicted of a felony? This includes any offense adjudicated under Article 893. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Schedule "F" as provided by this office.					
20. Have you or your spouse ever been convicted of violating any liquor or beer regulatory statute or rule? <input type="checkbox"/> Yes <input type="checkbox"/> No					
21. 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 narcotics? <input type="checkbox"/> Yes <input type="checkbox"/> No					
22. Have you or your spouse had a license or permit to sell or deal in alcoholic beverages revoked within the last two years prior to the filing of this schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No					
23. Have you or your spouse ever been denied an alcoholic beverage permit? <input type="checkbox"/> Yes <input type="checkbox"/> No					
24. If the response to Questions 19 and 21 is "yes," state the offense, date, location, and provide certified copied of the disposition to include documents relative to felony pardons. If the response to Questions 20, 22, and 23 is "yes," state the offense, date, and location. Apply attachments if necessary.					
25. Have you or your spouse ever had or used any name(s) other than the one stated above (Official name change, maiden name, alias, nickname, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list					
26. Are you employed by the State of Louisiana? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter the name of the department.					
27. Is this application being made by you to permit any person other than yourself to secure a beer/liquor permit in your name for his/her benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Misstatement or suppression of material facts in this application is grounds for denial of this permit. Conviction of filing false public records, a violation of Louisiana Revised Statute 14:133, may result in imprisonment for not more than five years with or without hard labor and fines of not more than \$5000.00 (five thousand dollars), or both.

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 out in R.S. 26:80 and 26:280.

Signature: _____ Title: _____

Print/Type your name: _____

Sworn to and subscribed to me this _____ day of _____, 20____

in the parish/county of _____ State of _____

Notary Public's Signature: _____ Print Name of Notary Public: _____



Office Use Only
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control
Juana Lombard, Commissioner

Schedule F

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. 14:2(13), 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.

CRIMES OF VIOLENCE

A CRIME OF VIOLENCE IS DEFINED IN LA R.S. 14:2(13) AS ANY OF THE BELOW-LISTED CRIMES.

IF YOU HAVE BEEN CONVICTED OF ANY OF THE BELOW LISTED CRIMES, YOU WILL NOT QUALIFY FOR AN ALCOHOLIC BEVERAGE PERMIT.

- | | |
|--|--|
| 1. SOLICITATION FOR MURDER | 25. EXTORTION |
| 2. FIRST DEGREE MURDER | 26. ASSAULT BY DRIVE-BY SHOOTING |
| 3. SECOND DEGREE MURDER | 27. AGGRAVATED CRIME AGAINST NATURE |
| 4. MANSLAUGHTER | 28. CARJACKING |
| 5. AGGRAVATED BATTERY | 29. ILLEGAL USE OF WEAPONS OR DANGEROUS INSTRUMENTALITIES |
| 6. SECOND DEGREE BATTERY | 30. TERRORISM |
| 7. AGGRAVATED ASSAULT | 31. AGGRAVATED SECOND DEGREE BATTERY |
| 8. MINGLING HARMFUL SUBSTANCES | 32. AGGRAVATED ASSAULT UPON A PEACE OFFICER WITH A FIREARM |
| 9. AGGRAVATED OR FIRST DEGREE RAPE | 33. AGGRAVATED ASSAULT WITH A FIREARM |
| 10. FORCIBLE OR SECOND DEGREE RAPE | 34. ARMED ROBBERY; USE OF FIREARM; ADDITIONAL PENALTY |
| 11. SIMPLE OR THIRD DEGREE RAPE | 35. SECOND DEGREE ROBBERY |
| 12. SEXUAL BATTERY | 36. DISARMING OF A PEACE OFFICER |
| 13. SECOND DEGREE SEXUAL BATTERY | 37. STALKING |
| 14. INTENTIONAL EXPOSURE TO AIDS VIRUS | 38. SECOND DEGREE CRUELTY TO JUVENILES |
| 15. AGGRAVATED KIDNAPPING | 39. AGGRAVATED FLIGHT FROM AN OFFICER |
| 16. SECOND DEGREE KIDNAPPING | 40. BATTERY OF A POLICE OFFICER |
| 17. SIMPLE KIDNAPPING | 41. TRAFFICKING OF CHILDREN FOR SEXUAL PURPOSES |
| 18. AGGRAVATED ARSON | 42. HUMAN TRAFFICKING |
| 19. AGGRAVATED CRIMINAL DAMAGE TO PROPERTY | 43. HOME INVASION |
| 20. AGGRAVATED BURGLARY | 44. DOMESTIC ABUSE AGGRAVATED ASSAULT |
| 21. ARMED ROBBERY | 45. VEHICULAR HOMICIDE, WHEN OPERATOR'S BAC EXCEEDS .20 |
| 22. FIRST DEGREE ROBBERY | |
| 23. SIMPLE ROBBERY | |
| 24. PURSE SNATCHING | |



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Louisiana Office of Alcohol and Tobacco Control

Juana Lombard, Commissioner

Schedule F C0hbi YX

Business

Date of Application: ___/___/_____ Trade Name (d/b/a name): _____

Type of Ownership (circle one): Individual * Partnership * Corporation * Limited Liability Corporation (LLC)

Owner Name (name of individual, partnership, etc.): _____

Individual Background Information

NAME (print): _____ Aliases (If any): _____
Last Name First Name Middle Initial

Date of Birth: ___/___/_____ Present Age: _____ Sex: _____ Race: _____

Identification Number (driver's license number, state ID card, etc.): _____

Social Security Number: _____ - _____ - _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Affiliation with business (job title/position): _____

Charge/Conviction

YOU MUST ATTACH A COURT RECORD OF THE DISPOSITION OF EACH CHARGE/CONVICTION

Charge and statute number: _____

Date of Conviction: _____ Date of Final Discharge: _____

Jurisdiction (Name of Court/Agency): _____

Charge and statute number: _____

Date of Conviction: _____ Date of Final Discharge: _____

Jurisdiction (Name of Court/Agency): _____

AFFIDAVIT

I affirm that the above information is true and correct to the best of my knowledge, and that a copy of official documentation regarding the disposition of each charge/violation is attached.

Affidavit

Signature Print/Type Name Title

For NOTARY Use Only

Sworn to and subscribed to me this ___ day of _____, 20____,

In the parish/county of _____, State of _____.

Notary Public's Signature Print Name of Notary Public



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Louisiana Office of Alcohol and Tobacco Control
Juana Lombard, Commissioner

FINGERPRINT AUTHORIZATION FORM

SUBMIT TO: Louisiana State Police
Bureau of Criminal Identification and Information
PO Box 66614 (Mail Slip A-6)
Baton Rouge, LA 70896

<i>THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED, OR REQUIRED, THERE IS AN ADDITIONAL \$12.00 FEE</i>	
<i>**FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY**</i>	
<i>****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION****</i>	
<i>****PLEASE PRINT****</i>	
<u>OFFICE OF ALCOHOL AND TOBACCO CONTROL</u> FACILITY OR AGENCY	<u>ATC CERTIFICATION DIVISION</u> FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE
<u>PO BOX 66404</u> MAILING ADDRESS	<u>NA</u> SIGNATURE OF AUTHORIZED REPRESENTATIVE
<u>BATON ROUGE LA 70896</u> CITY STATE ZIP CODE	<u>(225) 925-4041</u> FACILITY OR AGENCY PHONE NUMBER
	<u>NA</u> FACILITY EMAIL ADDRESS

APPLICANT'S FULL NAME: (Last, First, Middle)		
PRINT-USE INK-INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE		
APPLICANT'S SIGNATURE:		
APPLICANT'S SOCIAL SECURITY NUMBER:		DATE OF BIRTH:
DRIVERS LICENSE NUMBER & STATE:		RACE:
		SEX:
POSITION OR LICENSE APPLIED FOR:		
AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION		
By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above.		

Request For: OFFICE OF ALCOHOL AND TOBACCO CONTROL



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Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control
Juana Lombard, Commissioner

FINGERPRINT DISCLOSURE FORM

APPLICANT PROCESSING – DISCLOSURE BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION PO BOX 66614 (MAIL SLIP A-6) BATON ROUGE, LA 70896

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

AGENCY
OFFICE OF ALCOHOL AND TOBACCO CONTROL

NAME (LAST, FIRST, MIDDLE): _____

DATE OF BIRTH: _____

RACE: _____

SEX: _____

SOCIAL SECURITY NUMBER: _____

******DO NOT WRITE BELOW THIS LINE******

(For Bureau of Criminal Identification and Information Use Only)

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 conviction information not available in our database.

CRIMINAL HISTORY DETERMINATION

RAPSHEET ATTACHED

RESPONSE BELOW



Office Use Only
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control
Juana Lombard, Commissioner

ELECTRONIC FINGERPRINT SUBMISSION CERTIFICATION FORM

SUBMIT TO: Louisiana Office of Alcohol and Tobacco Control

All persons submitting fingerprints electronically shall submit this certification form to ATC with your application for an alcoholic beverage permit. 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 & 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.

(Signature of Applicant)

(Date of fingerprint submission)

(Signature of Employee Administering Fingerprints)

(Print Name)

(Address of location where fingerprints were submitted)

NOTE: There is a \$10.00 additional fee for submitting fingerprints electronically at LSP, which should be paid in the form of a money order or cashier's check only.

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. Did you know...

- 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. 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.