State of Louisiana
Office of Alcohol and 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

l. 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 Liquor Permit Applicants

Louisiana Revised Statutes 26:2, Paragraphs (9) and (14)

(9) " Liquor wholesaler" means any dealer who sells any alcoholic beverage to other licensed liquor wholesale dealers or to licensed retail liquor dealers in the state or who sells alcoholic beverages for delivery beyond the borders of the state in amounts to be fixed by the commissioner, or who imports any alcoholic beverages into the state, and who meets the standards set forth in this Chapter.

(14) "Solicitor" means any person who offers for sale or solicits any orders for the sale of any regulated beverage, other than in a regularly established and licensed place of business in this state, for delivery or shipment to any point in the state, whether done as owner, agent, or servant.

Louisiana Revised Statutes 26:3

A. The provisions of this Chapter do not apply to the sale of:

(1) Patent, antiseptic, and toilet preparations.

(2) Flavoring extracts, syrups, and food products.

(3) Scientific, chemical, mechanical, and industrial products.

(4) Alcohol for industrial use or purposes only and which is so denatured as to be unfit for human consumption.

B. No person shall knowingly sell any of these products for beverage purposes or sell any of them under circumstances from which he may reasonably deduce the intention of the purchaser to use them for beverage purposes.

Louisiana Revised Statutes 26:71, Subsection A(2)

A. Except as provided in Subsections B and C of this Section, before engaging in the business of manufacturing, supplying, or dealing in alcoholic beverages, all persons shall obtain from the commissioner, according to established rules and regulations, an annual permit to conduct each separate business and shall pay the commissioner therefore according to the following schedule:

(2) Wholesalers - two thousand five hundred dollars for each place of business in the state.

Louisiana Revised Statutes 26:82A, Paragraphs (1) through (4), and B

A. No wholesale permit shall be issued or held after issuance by any person unless at all times he meets the standards set forth as follows:

(1) Maintains warehouse space either owned or leased by the wholesaler, or dedicated to his use in a public warehouse, and:

(a) Such space shall be sufficient to store at one time a stock of liquor equal to ten percent or more of the wholesaler's annual case volume of liquor sales to retailers within this state, or

(b) Maintains at all times in the warehouse a stock of liquor owned by him, not consigned, nor then sold, consisting of not less than five percent of his annual sales to retailers, and whose cost of acquisition is fifty thousand dollars or more.

(2) Maintains delivery equipment which shall be leased, owned, or dedicated to his use.

(3) Maintains brand representation with at least one distillery, or liquor manufacturer.

(4) Maintains sales of liquor to retailers generally within his immediate trade area, making sales to at least twenty percent of the retailers in said area with separate sales to retailers accounting for at least fifty percent of the gallonage handled by him.

B. No wholesale permit shall be issued or held after issuance by any person who does not in good faith actually carry on or intend to carry on a bona fide wholesale business by sale to retail permittees of the alcoholic beverages on hand, and the commissioner may revoke any wholesale permit when the permittee fails for a period of forty-five days actively and in good faith to engage in the wholesale business, and shall revoke any wholesale permit for any other violation of this Section or the rules and regulations adopted pursuant to the enforcement hereof.

Louisiana Revised Statutes 26:148, Subsections A and B

A. No manufacturer or wholesale dealer shall sell, offer to sell, or deliver any alcoholic beverage to any retail dealer in this state, and no retail dealer in alcoholic beverages shall buy or accept delivery for any such beverage, for any consideration other than cash or on terms requiring payment not later than the fifteenth day following that on which actual delivery is made. If any payment is not made punctually when due, the vendor shall immediately notify the commissioner thereof and the commissioner shall promptly notify all manufacturers and wholesale dealers in the state of the default and thereafter no person shall sell any alcoholic beverage to the retailer in default on any other terms than cash delivery, until otherwise authorized by the commissioner. Under penalty of suspension of his permit, the retailer who is in default shall pay his obligation in full within thirty days from the date it became due.

B. Whoever violates this Section may have his license suspended for not more than five days for the first offense and not more than thirty days for a subsequent offense. Each failure of a retail dealer to make payment for any default before the expiration of the period of suspension constitutes a subsequent offense. In addition, the retail dealer may be required to make payment in cash for all alcoholic beverages subsequently sold or delivered to him.

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 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 b ona 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.

12072006

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

Please Print or Type

APPLICATION FOR WHOLESALE LIQUOR PERMIT

Failure to file application before beginning business, or for renewal of permit, not later than November 1st of each year will incur penalties of five percent (5%) of the permit fee with an additional five percent (5%) for each additional thirty days of fraction thereafter. Fee $2,500.00	**For Office Use Only**		**Fee**
	Permit Number	**Seq. Number**	**Penalty**
			Total

PERMIT TO BE ISSUED FOR THE CALENDAR YEAR ENDING DECEMBER 31, 20_____.

Permit to be issued to: (owner-name of individual, partnership, corporation, or LLC) ____	
Trade Name (if any): ____	
Location Address (street, city, state, zip) ____	
Mailing Address (if different) ____	
Location Parish: ____	Ward: ____

1. Ownership: ☐Individual ☐Partnership ☐Corporation ☐LLC

2. If other than individual, state of domicile: ____

3. Does this applicant's operation meet the definition of "Wholesale Dealer" as provided in LA R.S. 26:2(10) and (17)? ☐YES ☐NO

4. Does the applicant meet the qualifications as required in R.S. 26:82A paragraphs (1) through (4) and B? ☐YES ☐NO

5. Is applicant a new ownership to succeed an established going business? ☐YES ☐NO
   If the answer to the above question is yes, list complete ownership and trade name of old ownership: _____

6. Has applicant filed with local authorities for a wholesale permit? ☐YES ☐NO

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

Name of Person	Address	*Kind of Interest	% Owned
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____

*Partner, Member, Stockholder, or Financial Backer

8. Is applicant's business to be conducted wholly or partly by one or more managers, agents or other representatives? ☐YES ☐NO
If yes, such persons shall also possess the same qualifications of the applicant and a Wholesaler Schedule "A" form must be submitted for each.
**As to partners, members, stockholders, managers, agents, representatives, or other associated individuals, a Wholesaler Schedule "A" for must be furnished for such additional personnel as any changes occur.

9. List below alcoholic beverages to be handled and source of supply:

Brand Name	**Distillery or Manufacturer**	**City/State**
____	____	____
____	____	____
____	____	____
____	____	____

Required

10. A. An Alcoholic Beverage Tax Surety Bond in accordance with the provisions of La. R.S. 26:348 and 350 must be furnished in the same name and address as the permit.
B. Applicant must comply with the provisions of La. R.S. 26:148 (Cash or Short Term Credit Law).
C. This application must be signed by the owner if individual ownership, authorized partner if a partnership, or an authorized agent if a corporation or LLC.
D. The person signing this application must fill out and submit a Wholesaler Schedule "A" form.
E. A completed and attached Schedule "B" form.
F. A completed and attached "Qualifications Form/Affidavit."

Affidavit

I swear (or affirm) 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. I also swear (or affirm) that this applicant holds no interest either directly or indirectly in a liquor permit other than the type applied for in this application.

Signed: _____

Print Name: ____

Social Security Number: ____

Title: ____

For: ____

Subscribed and sworn before me this ____ day of ____, 20____.

Notary Public Signature: _____

Notary Public Print Name: ____

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

120606

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

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? ☐**Yes** ☐**No**		**14.** Naturalization Number (if applicable)	
15. Are you a citizen of Louisiana? ☐**Yes** ☐**No**		**16.** Have you continuously resided in Louisiana for the past two years? ☐**Yes** ☐**No**		

17. Are you married? ☐**Yes** ☐**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? ☐**Yes** ☐**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. ☐**Yes** ☐**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? ☐**Yes** ☐**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? ☐**Yes** ☐**No**

22. Have you of 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? ☐**Yes** ☐**No**

23. Have you or your spouse ever been denied an alcoholic beverage permit? ☐**Yes** ☐**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.)**? ☐**Yes** ☐**No** If yes, please list

26. Are you employed by the State of Louisiana? ☐**Yes** ☐**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? ☐**Yes** ☐**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 OF ALCOHOL AND TOBACCO CONTROL
LOUISIANA DEPARTMENT OF REVENUE
P.O. BOX 66404
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TELEPHONE (225) 925-4041 – FAX (225) 925-7652

Wholesaler Schedule "B"

Name: ____

Location Address: ____

Mailing Address: ____

Phone Number: (____)____

Part I – Warehouse Space

A. Do you maintain warehouse space:
☐Owned by you ☐Leased by you ☐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? ☐YES ☐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? ☐YES ☐NO

Part III – Delivery Equipment

Do you maintain delivery equipment: ☐Owned by you ☐Leased by you ☐Dedicated to your use

Part IV – Brand Registration

A. Do you maintain brand representation? ☐YES ☐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? ☐YES ☐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? ☐YES ☐NO

B. Is any of your wholesale stock of alcohol stored on the premises of any retail establishment?
☐YES ☐NO
If yes, give the location ____ and amount stored there ____

C. Are you primarily engaged in exporting alcohol from this state? ☐YES ☐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?
☐YES ☐NO
If yes, what is your relationship with the other party? ____

Affidavit		
I swear (or affirm) that I have read each of the questions in this application and the answers which I have given are true and correct to the best of my knowledge that I meet the qualifications and conditions set out in La. R.S. 26:80 and 280 and I further swear (or affirm) that I have no interest in any establishment holding a state retail beer or liquor permit other than the type applied for. It is understood any misstatement or suppression of fact in this application or accompanying documents is grounds for denial of permit.		
Sworn to before me this ____	day of ____,	20____
Signed ____	Title ____	Phone Number: ____
Notary ____		

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**
2. **FIRST DEGREE MURDER**
3. **SECOND DEGREE MURDER**
4. **MANSLAUGHTER**
5. **AGGRAVATED BATTERY**
6. **SECOND DEGREE BATTERY**
7. **AGGRAVATED ASSAULT**
8. **MINGLING HARMFUL SUBSTANCES**
9. **AGGRAVATED OR FIRST DEGREE RAPE**
10. **FORCIBLE OR SECOND DEGREE RAPE**
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. **EXTORTION**
26. **ASSAULT BY DRIVE-BY SHOOTING**
27. **AGGRAVATED CRIME AGAINST NATURE**
28. **CARJACKING**
29. **ILLEGAL USE OF WEAPONS OR DANGEROUS INSTRUMENTALITIES**
30. **TERRORISM**
31. **AGGRAVATED SECOND DEGREE BATTERY**
32. **AGGRAVATED ASSAULT UPON A PEACE OFFICER WITH A FIREARM**
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. **BATTERY OF A POLICE OFFICER**
41. **TRAFFICKING OF CHILDREN FOR SEXUAL PURPOSES**
42. **HUMAN TRAFFICKING**
43. **HOME INVASION**
44. **DOMESTIC ABUSE AGGRAVATED ASSAULT**
45. **VEHICULAR HOMICIDE, WHEN OPERATOR'S BAC EXCEEDS .20**

Office Use Only
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control

Juana Lombard, Commissioner

Schedule F Continued

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

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.

_____ _____ _____
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

Office Use Only ***Permit Class and Number***

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

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

Office Use Only
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. 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. 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.