

**State of Louisiana**  
**Office of Alcohol and Tobacco Control**



Jeff Landry  
GOVERNOR

Jarrod Coniglio  
SECRETARY

CHAD M. BROWN  
ATC COMMISSIONER

**APPOINTMENT OR CHANGE IN MANAGEMENT**

Office Use Only: \_\_\_\_\_

PART ONE – Owner’s Information			
1) ATC Permit Number: _____			
2) Owner Legal Name: (name of individual or business entity): _____			
3) Trade Name (DBA): _____			
4) Business Address: _____			
5) City: _____	6) Zip Code: _____	7) County/Parish: _____	
PART TWO – Type of Change in Management			
8) Type of Change: <input type="checkbox"/> Add Manager <input type="checkbox"/> Removal of Manager			
9) Name of Manager Appointed/Removed: _____			
10) Date of Appointment/Removal: _____			
11) If applicable, describe managerial duties and title: _____			
12) Has the appointed manager completed a Schedule A/F Personal Disclosure Form (SCH A)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	INT _____
13) Is a colored copy of Manager’s Driver’s License attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	INT _____

AFFIDAVIT	
<p>In accordance with La. R.S. 26:76 &amp; La. R.S. 26:276, I hereby certify 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 am authorized to notify the Louisiana Office of Alcohol and Tobacco Control that the above referenced business did hire or appointed or removed the person listed above.</p>	
<p>_____</p> <p>Print Name (Owner, Officer, Member)</p>	<p>_____</p> <p>Signature of Owner, Officer, Member</p>
<p>_____</p> <p>Title</p>	<p>_____</p> <p>Date</p>

Notary							
For NOTARY Use Only							
Sworn to and subscribed to me this _____ day of _____, 20_____,							
In the parish/county of _____, State of _____,							
<p>_____</p> <p>Notary Public’s Signature</p>	<p>_____</p> <p>Print Name of Notary Public</p>						
<b>Office Use Only</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Permit Number</td> <td style="width: 33%; padding: 5px;">Processed by &amp; Date</td> <td style="width: 34%; padding: 5px;">Issued by and Date</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </table>	Permit Number	Processed by & Date	Issued by and Date			
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