



Idaho State Police
 Alcohol Beverage Control Bureau
 700 S. Stratford Dr. Ste 115
 Meridian, ID 83642
 Phone (208) 884-7060 Fax (208) 884-7096
 www.isp.idaho.gov/abc

Premises File Number: _____
 License Number: _____
 Opening Date: _____
See Instruction Sheet

Certificate of Approval License Application

1. Application Type

- New Transfer Applicant Location]
 Change Current Application 'Doing Business As' Name (See #3)]

2. License Type and Fees

- Certificate of Approval - \$100.00

3. Applicant Information

A. Applicant Name: _____
(Individual, Corporation, LLC, Partnership or other business entity)

'Doing Business As' Name: _____ Business Phone No.: _____

Business Physical Address: _____

City: _____ State: _____ Zip: _____

Do you produce beer or malt based beverages at this location? No Yes

Mailing Address: _____
(Include City, State, Zip)

Alternative Phone No.: _____ E-Mail Address: _____

Former Business Name (Transfers Only): _____

B. Applicant's Federal Employee Identification Number (EIN): _____

C. Applicant's Financial Information

Business Bank Name and Address (Branch): _____

Persons Authorized to Sign on Account: _____ Title: _____

4. List sole proprietor(s) or all partners, corporate officers, directors, ten primary stockholders, LLC/LLP members/partners of the applicant. Attach a separate sheet of paper following the format below.

Name: _____ Address: _____

Title: _____ SSN: _____ Date of Birth: _____

Idaho Resident: (Y/N) _____ If 'YES' length of residency: _____

B. Has Applicant or anyone listed on #4 ever had any alcohol license suspended, denied or revoked?

- No Yes (If yes, attach explanation)

C. Has Applicant or anyone listed on #4 ever been convicted of any felony or any alcohol-related misdemeanor or facing any pending criminal charges?

- No Yes (If yes, attach explanation)

5. Has Applicant or anyone listed on #4 ever held any interest in any other business licensed for the sale of alcoholic beverages? No Yes [If yes, attach explanation - Include Premises Number]

6. Does anyone have any financial interest in the Applicant's business not previously listed on #4, including silent partners, private financial loans, etc.? No Yes [If yes, attach explanation]

7. Affirmation: *The applicant(s) hereby swears or affirms under oath that the applicant is the bona fide owner of the business which is applying for this license and will be engaged in the sale or dispensing of liquor by the drink, beer and/or wine by the bottle and/or glass. The applicant(s) hereby affirms that the applicant and/or each person indicated on this application or*

attachments thereto is/ or eligible and has none of the disqualifications for a license as provided by Title 23, Chapter 9, 10, 11, 12, 13 and 14, Idaho Code, IDAPA 11.05.01 or any amendments thereto.

An application for and acceptance of a license by the applicant(s) shall constitute consent to, and be authority for, entry by the Director or his authorized agents, upon any premises related to the licensee's business, or wherein are or should be kept, any of the licensee's books, records, ledgers, supplies or other property related to said business, and to make the inventory, check and investigations aforesaid with relation to said licensee or any other licensee. The application shall also constitute consent given to the Director, his agents, the sheriff of any county or other law enforcement officer, upon any premises related to the licensee's business or wherein are or should be kept, any of the licensee's books, records, ledgers, supplies or other property related to said business, and to make the inventory, check and investigations aforesaid with relation to the said licensee or any other licensee. The application shall also constitute consent given to the Director or his authorized agents to view, copy or investigate any documents, including state and federal income and sales tax returns and any documents, associated with the person or business that are exercising the privilege of the license, as per Idaho Code sections 23-907, 23-1006 and 23-1314 and IDAPA 11.05.01.

Applicant(s) hereby acknowledges that falsifying this document or submitting any false documents for record can result in a felony conviction under Idaho Code sections 23-905 or 18-3203. Applicant(s) further acknowledges that they and/ or each person indicated on this application or attachments understand that state law controlling alcohol beverage licensing is found at Title 23, Idaho Code (<http://legislature.idaho.gov/idstat/Title23/T23.htm>) and the Alcohol Beverage Control administrative rules, IDAPA 11.05.01 (<http://adminrules.idaho.gov/rules/current/11/0501.pdf>), and that any violation of these laws or rules can result in criminal and/ or administrative sanctions, and up to and including license revocation.

8. Signature Attestation:

I/we, the applicant(s) of this license, have read all of the above and declare under penalty of perjury that the information that I/we have provided is true and correct to the best of my/our knowledge. I/we, the applicant(s) of this license, acknowledge and understand Idaho Code Title 23 and IDAPA that regulate licenses provided by the Idaho liquor act and do hereby agree to operate the licensed premises in conformity with these statutes and regulations.

Authorized Agent/Applicant's Signature Title Date

Authorized Agent/Applicant's Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

(NOTARY SEAL)

Notary Public's Signature
Residing At: _____
My Commission Expires: _____

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INSTRUCTIONS FOR CERTIFICATE OF APPROVAL ANNUAL RENEWAL APPLICATION

(This application is for importers, distributors and producers of malt-based products)

1. **Applicant:** Review applicant information, including printed mailing address, and make any changes where necessary
 2. **License Type and Fees:** Applications submitted with incorrect payment or without payment will be returned. We accept checks, money orders or cashier's checks. All fees should be made payable to "State of Idaho." Do not send cash. *Note: if you are paying for several renewal licenses with one check, all applications must be completed or all applications and checks will be returned to the applicant. Sending separate checks will speed processing.*
 3. **Federal Employer Identification Number (EIN):** Failure to include the Federal EIN on your application will result in the return of the application and will delay the processing of the license renewal application.
 4. **Names of Individuals, Partners & Officers:** All applicants must be listed. If the applicant is a registered partnership, corporation, or LLC list all required information for all partners, officers, top ten stockholders, and LLC members along with their titles. Attach an additional sheet if necessary.
- 5-7. Answer YES or NO:** If answering "YES" to any question, attach an explanation.
8. **Signature and notarization:** A qualified applicant or agent of the applicant (i.e. authorized corporate officer/compliance officer) must sign the application and have their signature notarized. Applications that are not notarized, missing the notary's inked stamp or are not signed by applicant/agent will be returned.

[Deadlines] Please keep in mind the expiration date of your current license. You will need to renew your license as soon as possible to continue operation. You may not transport malt-based product into Idaho if you do not have a current premise state license & an Idaho state license posted in your establishment.

[Mailing] All licenses will be sent to the address indicated in the Mailing Address box on the application. Make sure the mailing address is correct. We cannot express mail your license back to you unless you provide us with a prepaid and self addressed Express Mail envelope when you submit your renewal application. For billing purposes, you must be listed as the sender and the receiver. ABC is not responsible for tracking your envelope once it leaves our office. **Due to increased charges, ABC no longer mails packages using UPS.**

- You are responsible to keep all copies of information submitted. Documents will not be returned.
- Faxed copies of applications will not be accepted.
- IF AN APPLICATION MUST BE RETURNED FOR BEING INCOMPLETE, ABC MUST NOTIFY THE APPLICANT IN WRITING; NO TELEPHONE CALLS WILL BE MADE TO APPLICANTS

**** A Letter of Appointment, assigning in-state distributors, MUST accompany all renewal applications.**