

**INSTRUCTIONS FOR COMPLETING
DBPR ABT – 6034
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO
APPLICATION FOR A BOTTLE CLUB LICENSE AND RETAIL TOBACCO PRODUCTS DEALER
PERMIT**

Application begins on page 4

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

http://www.myflorida.com/dbpr/abt/district_offices/licensing.html

GENERAL INSTRUCTIONS

Submitting Your Application

Applications for bottle club licenses and retail tobacco products dealer permits are filed with the Division of Alcoholic Beverages and Tobacco. Please complete all information. All questions are applicable and must be answered fully and truthfully.

You must provide an original and a copy of the application and duplicate copies of all supporting documentation. All signatures must be original. If eligible, a temporary license may be purchased.

Note: When applicable, you must submit two legible and executed copies of the following: Lease, Purchase Agreements, Franchise Agreements, Management Contracts, Service Agreements, and any agreements which require a percentage payment from the business operation, Certified Copy of Death Certificate, Letters of Administration, Certificate of Title, Certified Copy of All Court Orders pertaining to the alcoholic beverage license. Florida law prohibits transfer applicants from assuming operation of a licensed establishment and selling alcoholic beverages prior to obtaining a temporary or permanent license in the transferee's name.

APPLICATION REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Health Approval

Health approval is required on all applications for consumption on the premises. Businesses that serve food or are located on premises licensed by the Division of Hotels and Restaurants, must obtain approval from that division. Businesses that do not serve food must contact the County Health Authority or the Department of Health. Food service establishments located in grocery and convenience stores, bakeries or delicatessens must contact the Department of Agriculture and Consumer Services. Applications must be submitted within **90 days** of receiving this approval.

Zoning Approval

Zoning approval is executed by the city or county zoning authority in which the business to be licensed is located. Zoning approval is required on all new and change of location applications unless the applicant is a state college or university located on State owned property. Zoning approval may also be required for certain change in series applications. If this application is for the transfer of an existing bottle club license with no change of the location address, zoning approval is not required. Applications must be submitted within **180 days** of receiving this approval.

Department of Revenue Clearance

Department of Revenue clearance is required on applications for all new, transfer, change of location, and correction of information applications which change the licensee's name. Applications must be submitted within **90 days** of receiving this approval.

Affidavit of Applicant

Read and sign in the presence of a notary. The affidavit must be signed by the individual applicant, all partners of a general partnership, all general partners of a limited partnership, all managing members of a limited liability company, or one of the officers of a corporate applicant.

Affidavit of Transferor

The affidavit of transferor must be completed for all transfer applications. The affidavit must be signed by the individual owner, all partners of a general partnership, all general partners of a limited partnership, all managing members of a limited liability company, or a corporate officer of record. If the transfer is pursuant to operation of law or judicial proceedings, certified copies of court order(s) in which the applicant is named may be accepted in lieu of signature(s) of seller.

Fingerprints

Fingerprints must be submitted by each individual applicant, all corporate officers, all managing members, all general partners of a limited partnership, all partners of a general partnership, each individual stockholder owning more than .5 percent of stock, and all directors. Each applicant shall submit electronic fingerprints through the department's vendor PearsonVue. Costs associated with the fingerprint process will be collected by PearsonVue. You may contact PearsonVue at www.pearsonvue.com or by calling 1.888.274.2020. At the time application is made to the Division of Alcoholic Beverages and Tobacco, you will need to submit your PearsonVue receipt. The receipt serves as proof of the fingerprint requirement and includes information necessary to process your application. Failure to provide this receipt will delay the processing and/or denial of your application.

Note: If you are a current licensee or have been fingerprinted by this division in the past three (3) years, you are not required to submit this fingerprint information.

Partner, Officer, Stockholder Personal Data - Section 4

This section of the application must be completed with original signatures for each applicant or person(s) directly connected with the business, unless they are current licensees. This will include the sole proprietor, all partners, officers, directors, individual share holders owning more than .5% of stock in non-public corporations, general partners of general partnerships, general partners of a limited partnership, and the managing partners of a limited liability company. Directly interested persons include anyone that is connected with the business who has a beneficial interest. It is important that each individual disclose any arrests they have had, even if they were charged, but not formally arrested, and regardless of the disposition.

Social Security Number

Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless a Federal statute specifically requires it or allows states to collect the number. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and are used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317. The State of Florida is authorized to collect the social security number of licensees pursuant to the Social Security Act, 42 U.S.C. 405(c)(2)(C)(I). This information is used to identify licensees for tax administration purposes.

Corporate and Limited Partnership Registration

All corporations, domestic or foreign; general partnerships; limited liability corporations; and limited partnerships are required to be registered with the Florida Secretary of State, Division of Corporations. If you have not already registered, you will need to contact the Department of State at (850) 488-9000 for further information. Your application cannot be accepted by this division without this registration.

Federal Employer's Identification Number (FEIN)

All licensees who pay wages to one or more employees must have a Federal Employer's Identification Number. Contact the Internal Revenue Service (IRS) at 1-800-829-3676 and request Form #SS4.

Sketch of Premises

Draw, in ink, a complete sketch of the premises which includes all walls, doors, counters, sales areas, storage areas, etc. **No architectural drawings are accepted.**

Certified Copy of Arrest Disposition

If the applicant answers "yes" to any of the criminal background questions asked in this application, provide a Certified Copy of the Arrest Disposition to ensure the applicant is qualified, pursuant to Statute and Rule.

Mitigation for Moral Character

If the applicant is required to submit an arrest disposition, they may also be required to submit mitigation under the moral character rule. A copy of the rule and requirements can be found on AB&T's page of the DBPR web site.

APPLICATION CHECKLIST

Select the appropriate Transaction below and comply with the corresponding application requirements.

TRANSACTION	APPLICATION REQUIREMENTS
New License	<ul style="list-style-type: none"> <input type="checkbox"/> Pay \$125 fee if requesting an initial temporary license (make check payable to the Department of Business and Professional Regulation) <input type="checkbox"/> Complete DBPR ABT-6034 Division of Alcoholic Beverages and Tobacco Application for Bottle Club License and Retail Tobacco Products Dealer Permit <input type="checkbox"/> Certified copy of the Arrest Disposition, if applicable <input type="checkbox"/> Mitigation for Moral Character, if applicable <input type="checkbox"/> Contact the department's vendor for electronic fingerprinting, PearsonVue at www.pearsonvue.com or call 1.888.274.2020 to arrange for fingerprinting. Submit the receipt issued by PearsonVue with your application. <input type="checkbox"/> Submit Secretary of State/Certificate of Status, if applicable
Transfer of Ownership	<ul style="list-style-type: none"> <input type="checkbox"/> Pay \$100 fee if requesting a temporary license (make check payable to the Department of Business and Professional Regulation) <input type="checkbox"/> Complete DBPR ABT-6034 Division of Alcoholic Beverages and Tobacco Application for Bottle Club License and Retail Tobacco Products Dealer Permit <input type="checkbox"/> Certified copy of the Arrest Disposition, if applicable <input type="checkbox"/> Mitigation for Moral Character, if applicable <input type="checkbox"/> Contact the department's vendor for electronic fingerprinting, PearsonVue at www.pearsonvue.com or call 1.888.274.2020 to arrange for fingerprinting. Submit the receipt issued by PearsonVue with your application. <input type="checkbox"/> Submit Secretary of State/Certificate of Status, if applicable
Correction of Information	<ul style="list-style-type: none"> <input type="checkbox"/> Complete DBPR ABT-6034 Division of Alcoholic Beverages and Tobacco Application for Bottle Club License and Retail Tobacco Products Dealer Permit

DBPR ABT-6034 – Division of Alcoholic Beverages and Tobacco Application for Bottle Club License and Retail Tobacco Products Dealer Permit

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION**

NOTE – This form must be submitted as part of an application packet

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

http://www.myflorida.com/dbpr/abt/district_offices/licensing.html

SECTION 1 - CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input type="checkbox"/> New License	Do you wish to purchase a Temporary License? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Transfer of Ownership	
<input type="checkbox"/> Change of Location	
<input type="checkbox"/> Change of Business Name	
<input type="checkbox"/> Change of Officers/Stockholders	
<input type="checkbox"/> Correction	
SECTION 2 - CHECK LICENSE CATEGORY	
<input type="checkbox"/> Bottle Club License	<input type="checkbox"/> Retail Tobacco Products Dealer Permit

SECTION 3 – LICENSE INFORMATION			
Full Name of Applicant (If this is a corporation or other legal entity, enter the name as registered with the Secretary of State)			
Trade Name (D/B/A)			
FEIN Number or Social Security Number*		Business Telephone Number	
Contact Person		Phone Number	
Location Address (Street and Number)			
City	County	State	Zip Code
Check either: <input type="checkbox"/> Location is within the city limits of _____ or <input type="checkbox"/> Location is in the unincorporated county			
Mailing Address (Street or P.O. Box)			
Section / Name (Attention: – Optional)			
City		State	Zip Code

SECTION 3 – LICENSE INFORMATION

If this application is for a **New license or permit, the following questions are **not** applicable.

Current Business Name

Current License Number

Is the transfer of this license due to revocation proceedings?

Yes No

If yes, is there any personal relationship to the transferor?

Yes No

If yes, explain the relationship:

SECTION 4 – PARTNER, OFFICER, STOCKHOLDER PERSONAL INFORMATION						
This section must be completed for each applicant or person(s) directly connected with the business, unless they are current licensees.						
1.	Trade Name (D/B/A)					
2.	Full Name					
	Social Security Number*			Home Phone Number		Date of Birth
	Race	Sex	Height	Weight	Eye Color	Hair Color
3.	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, immigration card number or passport number:					
4.	Home Address (Street and Number)					
	City				State	Zip Code
5.	Do you currently own or have an interest in any business selling alcoholic beverages, wholesale cigarette or tobacco products, or a bottle club? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the information requested below. The location address should include the city and state.					
	Trade Name (D/B/A)			License Number		
	Location Address					
6.	Have you ever had any type of alcoholic beverage, or bottle club license, or cigarette, or tobacco permit refused, revoked or suspended anywhere in the past 15 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the information requested below. The location address should include the city and state.					
	Trade Name (D/B/A)			License Number		
	Location Address					
7.	Have you been convicted of a felony or an offense involving alcoholic beverages anywhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the information requested below and provide a Certified Copy of the Arrest Disposition , as requested in the Application Requirements checklist.					
	Date		Location			
	Type of Offense					
8.	Have you ever been arrested or issued a notice to appear in any state of the United States or its territories? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the information requested below and a CERTIFIED COPY OF THE DISPOSITION. Attach additional sheet if necessary:					
	Date		Location			
	Type of Offense					

9	Are you an official with State police powers granted by the Florida Legislature? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: <hr/> <hr/> <hr/> <hr/> <hr/>
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NOTARIZATION STATEMENT	
"I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45 and 837.06, Florida Statutes, that I have fully disclosed any and all parties financially and or contractually interested in this business and that the parties are disclosed in Section 11 of this application. I further swear or affirm that the foregoing information is true and correct."	
STATE OF _____	
COUNTY OF _____	_____ APPLICANT SIGNATURE
The foregoing was () Sworn to and Subscribed OR () Acknowledged Before me this _____ Day of _____, 20_____, By _____ who is () personally known to me OR () who produced _____ as identification.	
_____ Notary Public	Commission Expires: _____

(ATTACH ADDITIONAL COPIES AS NECESSARY)

*** Social Security Number**

Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless a Federal statute specifically requires it or allows states to collect the number. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and are used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317. The State of Florida is authorized to collect the social security number of licensees pursuant to the Social Security Act, 42 U.S.C. 405(c)(2)(C)(I). This information is used to identify licensees for tax administration purposes.

**SECTION 5 – DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED**

Trade Name (D/B/A) _____

- | | | | |
|----|---|-----------------------------|---|
| 1. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the proposed premises movable or able to be moved? |
| 2. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is there any access through the premises to any area over which you do not have dominion and control? |
| 3. | Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show each floor plan. No architectural drawings are accepted. | | |

AB&T Authorized Signature _____ Date _____

Approved Disapproved

Comments _____

**SECTION 6 – SALES TAX
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE**

Trade Name (D/B/A) _____

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax.

1. This is to verify that the current owner as named in this application has filed all returns and that all outstanding billings and returns appear to have been paid through the period ending _____ or the liability has been acknowledged and agreed to be paid by the applicant. This verification does not constitute a certificate as contained in Section 212.10 (1), Florida Statutes. (Not applicable if no transfer involved).
2. Furthermore, the named applicant for an Alcoholic Beverage License has complied with Florida Statutes concerning registration for Sales and Use Tax, and has paid any applicable taxes due.

Signed _____ Date _____

Title _____

Department of Revenue Stamp:

**SECTION 7 – ZONING
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION**

Trade Name (D/B/A) _____

Street Address _____

City _____	County _____	State _____	Zip Code _____
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If this application is for issuance of a bottle club license where zoning approval is required, the zoning authority must complete "A".

- A. The location complies with zoning requirements for a bottle club license permitting the consumption of alcoholic beverages on the licensed premises pursuant to this application for a Series **14BC** license.

Signed _____ Date _____

Title _____

SECTION 8 – HEALTH
TO BE COMPLETED BY THE DIVISION OF HOTELS AND RESTAURANTS
OR COUNTY HEALTH AUTHORITY
OR DEPARTMENT OF HEALTH
OR DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Trade Name (D/B/A) _____

Street Address _____

City _____

County _____

State _____

Zip Code _____

The above establishment complies with the requirements of the Florida Sanitary Code.

Signed _____ Date _____

Title _____ Agency _____

SECTION 9 – CONTRACTS OR AGREEMENTS

These questions must be answered about this business for every person or entity listed. Copies of agreements must be submitted with this application.

Trade Name (D/B/A) _____

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a management contract, franchise agreement, or service agreement in connection with this business?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there any agreements which require a payment of a percentage of gross or net receipts from the business operation?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you or anyone listed on this application, accepted money, equipment or anything of value in connection with this business from a manufacturer, wholesaler, or retailer of alcoholic beverages?

SECTION 11 – DISCLOSURE OF INTERESTED PARTIES

Note: Failure to disclose an interest, direct or indirect, could result in denial, suspension and/or revocation of your license.

Trade Name (D/B/A)

1. List below the names, titles and percentage of stock held for all officers, directors, stockholders, managing members and general partners of the corporation or other legal entity for which this license or permit is being sought. Attach extra sheets if necessary. If the applicant is a limited partnership or limited liability company, attach a list of all limited partners and members.

Title/Position	Name	Stock %
President		
Vice President		
Secretary		
Treasurer		
Director(s)		
Stockholder(s)		
Managing Member(s)		
General Partner(s)		

2. Are there any persons not listed above who have guaranteed or co-signed a lease or loan, or any person or entity who has loaned money to the business that is not a traditional lending institution?
 Yes No
 If yes, you must list the person(s) or entity and indicate which of the below applies.

Name	Guarantor	Co-signer	Lender	Interest Rate (List)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**SECTION 13 - AFFIDAVIT OF TRANSFEROR
NOTARIZATION REQUIRED**

Trade Name (D/B/A) _____

“I, the undersigned, hereby swear or affirm that I am duly authorized to make this affidavit and do hereby consent, on my behalf or on behalf of the transferor, to the above transfer, and represent to the Division of Alcoholic Beverages and Tobacco that the license which is being transferred is as shown in the application and that a bona fide sale in good faith has been made to the within applicant of the business for which the foregoing transfer of license is sought.”

STATE OF _____

SELLER OR AUTHORIZED OFFICER SIGNATURE

COUNTY OF _____

SELLER OR AUTHORIZED OFFICER SIGNATURE

The foregoing was () Sworn to and Subscribed OR () Acknowledged Before me this _____ Day
of _____, 20____, By _____ who is () personally
known to me OR () who produced _____ as identification.

Notary Public Commission Expires: _____

SECTION 14 - CURRENT LICENSEE UPDATE DATA SHEET

This section is to be completed for all **current** alcoholic beverage and/or tobacco license holders listed on the application to ensure the most up to date information is captured.

Trade Name (D/B/A)

Last Name	First	Middle
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Current License Number(s)

Date of Birth ____/____/____	Social Security Number*
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Street Address

City	State	Zip Code
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Last Name	First	Middle
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Current License Number(s)

Date of Birth ____/____/____	Social Security Number*
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Street Address

City	State	Zip Code
------	-------	----------

Last Name	First	Middle
-----------	-------	--------

Current License Number(s)

Date of Birth ____/____/____	Social Security Number*
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Street Address

City	State	Zip Code
------	-------	----------

Last Name	First	Middle
-----------	-------	--------

Current License Number(s)

Date of Birth ____/____/____	Social Security Number*
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Street Address

City	State	Zip Code
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**SECTION 15 - DEPARTMENT OF REVENUE CLEARANCE
COMPLETE THIS SECTION IF APPLYING FOR A TRANSFER OF OWNERSHIP**

Trade Name (D/B/A) _____

The following information is extremely important and should be read in its entirety. Because of restrictions placed on the Department of Revenue in divulging confidential tax information, the business activity of the previous owner cannot be discussed without expressed written consent. Therefore, if this application is for the transfer of an alcoholic beverage license, the following section of this form must be completed before the Department of Revenue can approve your application. If the owner is unwilling to complete this disclosure form, you may request a meeting with a Department of Revenue representative and the owner jointly to discuss any potential liability for which you could be held responsible.

DO NOT RETURN THIS FORM TO AB&T WITH YOUR APPLICATION

**SALES TAX
NOTARIZATION REQUIRED**

This section must be completed by the present owner of the alcoholic beverage license and must accompany your application for sales tax registration.

Purchaser's Name _____

Business Name _____

Sales Tax Number _____

Location Address _____

City _____

State _____

Zip Code _____

Signature of Owner, Partner or Principal Corporate Officer

"I, the undersigned individually, or if a corporation, on its behalf and its officers, hereby authorize the Department of Revenue to release to the above purchaser, the Division of Alcoholic Beverages and Tobacco and _____ the status of my account number _____.

Seller's Name _____

STATE OF _____

Signature of Owner, Partner, or Principal Corporate Officer

COUNTY OF _____

The foregoing was () Sworn to and Subscribed OR () Acknowledged Before me this _____ day of _____, 20____.

By _____ who is () personally known to me OR () who produced _____ as identification.

Notary Public Stamp:

Commission Expires: _____

FOR DIVISION USE ONLY – DO NOT WRITE BELOW THIS LINE

Trade Name (D/B/A)

CODE:

City _____ County _____

FEIN NUMBER

TYPE

FEE

TOTAL _____

Approved by _____ Date _____ Audited: _____ Unaudited: _____

District Office Received Date Stamp

District Office Accepted Date Stamp