

**Florida Department of Business and Professional Regulation**  
Division of Alcoholic Beverages and Tobacco

**ALCOHOLIC BEVERAGE WHOLESALERS LICENSE VERIFICATION SEARCH**

**RENEWAL LAWS AND RULES**

The following laws and rules apply to the annual license renewal process (emphasis added):

**561.14 License and registration classification.**--Licenses and registrations referred to in the Beverage Law shall be classified as follows:

(2) Distributors licensed to sell and distribute alcoholic beverages at wholesale to persons *who are licensed* to sell alcoholic beverages.

**561.27 Renewal of license.**--

(1) A licensee under the Beverage Law shall be entitled to a renewal of his or her annual license from year to year, as a matter of course, in accordance with a schedule of license renewals as established by the division and by paying the annual license tax and giving any bond required of such licensee under the Beverage Law.

(2) A license may be renewed subsequent to expiration each year upon payment of a penalty of \$5 for each month or fraction of a month of delinquency, or upon payment of a penalty of 5 percent of the license fee, whichever amount is the greater. Any license *not renewed within 60 days of expiration will be canceled* by the division unless such license is involved in litigation or an administrative action; however, the division may allow a licensee to renew the license subsequent to the 60-day period after good and sufficient cause for the delinquency has been shown to the division by the licensee.

**61A-3.0101 License Renewals, Fixing Dates by Counties, Exceptions.**

(1) Alcoholic beverage licenses shall be renewed annually pursuant to license years for all places of business in counties as follows:

(a) Vendors and distributors – **October 1 through September 30** – Alachua, Baker, Bay, Bradford, Calhoun, Citrus, Clay, Columbia, Dixie, Duval, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hernando, Hillsborough, Holmes, Jackson, Jefferson, Lafayette, Lake, Leon, Levy, Liberty, Madison, Marion, Nassau, Okaloosa, Orange, Osceola, Pasco, Pinellas, Putnam, St. Johns, Santa Rosa, Seminole, Sumter, Suwannee, Taylor, Union, Wakulla, Walton, Washington.

(b) Vendors and distributors – **April 1 through March 31** – Brevard, Broward, Charlotte, Collier, Dade, DeSoto, Flagler, Glades, Hardee, Hendry, Highlands, Indian River, Lee, Manatee, Martin, Monroe, Okeechobee, Palm Beach, Polk, St. Lucie, Sarasota, Volusia.

(6) Distributors may make sales and deliveries to all accounts during the 20-day renewal process if:

(a) The account was licensed on the expiration date, and

(b) The account is not on the delinquent list.

(7) Following the 20-day renewal processing period, *all licensees must have their licenses conspicuously posted on the licensed premises and distributors must verify that their accounts did renew their license.*

**562.23 Conspiracy to violate Beverage Law; penalty.**-If two or more persons shall conspire to do any act which is in violation of any of the provisions of the Beverage Law, and one or more of such persons do any act to effect the object of the conspiracy, each of the parties to such conspiracy, if the act so conspired to be done would be a misdemeanor under the provisions of the Beverage Law, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, or, if the act so conspired to be done would be a felony under the provisions of the Beverage Law, shall be guilty of a felony of the third degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

## NOTICE TO ALL WHOLESALERS

It is the wholesale distributor's responsibility to verify that each retail vendor does have a current and valid license prior to selling alcoholic beverages to the vendor. The vendor must post the license conspicuously on the licensed premise, which distributors should verify prior to making a delivery or sale. A renewal status may also be obtained from the division. The department provides this information through our Internet Licensing Portal.

Please note when verifying that your customers are licensed retailers, you will need to check both the license number and business name. The new licensing system may have the same license number for different types of licenses. If you have any questions, please call your local district office for assistance. The locations and phone numbers for these offices may be found on the Internet at <http://www.myflorida.com/dbpr/abt/contact/licensing.shtml>.

### INSTRUCTIONS TO CHECK A LICENSE ON THE INTERNET LICENSING PORTAL

1. Log onto the Internet at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)
2. In the column to the right of the screen, click on *Search for a License, Permit, or Registration*
3. Select Search Type: *Search by Name* or *Search by License Number*
4. To **search by name**, choose that box and click on *Search*.
5. In the *Search Individuals Only* field, enter the business or owner's name, or the first part of the name (can be an individual, corporation, etc.). Then, check *Search both Individuals and Organizations*, and click *Search*.
6. Entering additional information may narrow results. Go down to the 'Additional Search Criteria' fields, and in the 'Board' field, choose *Div of Alcoholic Beverages & Tobacco*. Although not required, if you know the license type, choose the appropriate one in the 'License Type' field, then click *Search*. This should be sufficient to narrow your search, however there are additional fields to narrow it further if you wish.
7. Ensure you have the correct business by reviewing not only the license number, but the business name and location as well.
8. To **search by license number**, choose 'Search by License Number,' and click *Search*.
9. Enter the license number in the 'License Number' field.
10. Under 'Additional Search Criteria', in the 'Division' field, choose *Div of Alcoholic Beverages & Tobacco*, and click *Search*.
11. Ensure you have the correct business by reviewing not only the license number, but the business name and location as well.

Online instructions are also available. Wherever you see , you may click on it for help.