

Matthew G. Bevin  
Governor



K. Gail Russell  
Acting Secretary

Christine Trout Van Tatenhove  
Commissioner

PUBLIC PROTECTION CABINET  
1003 Twilight Trail  
Frankfort, Kentucky 40601  
502-564-4850 (o)  
502-564-7479 (f)

## APPLICATION TIPS

### General Requirements

- ✓ You must be at least 21 years old to apply.
- ✓ You must be a Kentucky resident for the past year unless you are a member of a corporation, limited liability company, limited partnership, or other legally recognized business entity.
- ✓ You must be a U.S. citizen unless you apply as a corporation, limited liability company, limited partnership, or other legally recognized business entity

### Local Approval Process

There may be local requirements and fees. Local approval of an application is required before a state license will be issued (some exceptions apply). Applications to the state and local authorities can be submitted during the same time frame. Visit <http://abc.ky.gov/> to find the local ABC administrator in your area.

### Items to note - Basic Applications (except transitional)

- ✓ Advertise the intent to apply for an ABC license(s) one time in the newspaper of record where the business is located. Attach the newspaper advertisement to your application, with the date clearly visible.
- ✓ Individual persons associated with the application must attach copies of statewide police criminal background checks, from all states where they resided during the past five (5) years. For Kentucky dial (502) 573-1682 or go to <http://www.courts.ky.gov>.
  - **Kentucky criminal background checks may be up to six (6) months old when submitted.**
  - **Out-of-State criminal background checks may be up to one (1) year old when submitted.**

Administrators retain the discretion to require current backgrounds at any time.

- ✓ Attach a copy of the organization documents if you are applying as of a corporation, limited liability company, limited partnership, or other legally recognized business entity.
- ✓ Attach a copy of the legal document indicating ownership, control or permission to operate on the premises.
- ✓ Call the Kentucky Revenue Cabinet at (502) 564-3306 to get the Kentucky sales tax numbers for the business as requested. The application may be submitted without tax numbers, but the final license will not be issued until tax numbers have been provided.
- ✓ Pay your application fee(s) by attaching a completed CREDIT/DEBIT PAYMENT FORM, a certified check, cashier's check, or money order payable to: KENTUCKY STATE TREASURER.

**NO CASH PAYMENTS ACCEPTED.**

### **Transitional License Applications**

The requirements at the time of initial application for transitional license(s) are: (1) a complete Basic Application (local approval is not required for a Transitional license); (2) full licensing fees; and (3) a copy of the newspaper advertisement.

If a transitional license(s) is approved, the remaining full application requirements, along with local approval, must be submitted before a final decision may be made on a permanent license(s). Approval of a transitional license does not guarantee approval of your permanent licenses. Transitional licenses are effective for 60 days, with one 30-day extension allowed, if approved.

**PUBLIC NOTICE – ALCOHOL LICENSE APPLICATION**

ABC Company, Inc. d/b/a Your Liquor Place hereby declares its intention(s) to apply for a Quota Retail Package license and NQ Retail Malt Beverage Package license no later than September 30, 2017. The licensed premises will be located at 123 Only Street, Somewhere, Kentucky, 40000. The President is Sally Smith, 456 Lone Alley, Anywhere, Kentucky, 40001. Any person, association, corporation, or body politic may protest the granting of the license(s) by writing the Department of Alcoholic Beverage Control, 1003 Twilight Trail, Frankfort, Kentucky, 40601, within thirty (30) days of the date of legal publication.