APPLICATION TIPS

General Requirements
- You must be at least 21 years old to apply.
- You must be a U.S. citizen or 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 generally 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. (See a sample newspaper ad below). Attach the newspaper advertisement to your application, with the date clearly visible.
- Administrators retain the discretion to require background checks 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 deed, lease or other 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. 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) payment of the transitional and permanent application fees; and (3) a copy of the newspaper advertisement.
• If a transitional license(s) is approved, the remaining permanent 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.

**Example of Newspaper Advertisement**

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, 2019. The licensed premises will be located at 123 Only Street, Somewhere, Kentucky, 40000. The sole owner and 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.