SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

804 KAR 13:020. Tobacco, nicotine, or vapor product license application forms.

"Initial Tobacco, Nicotine, or Vapor Product License Application," October 2025, 6 pages

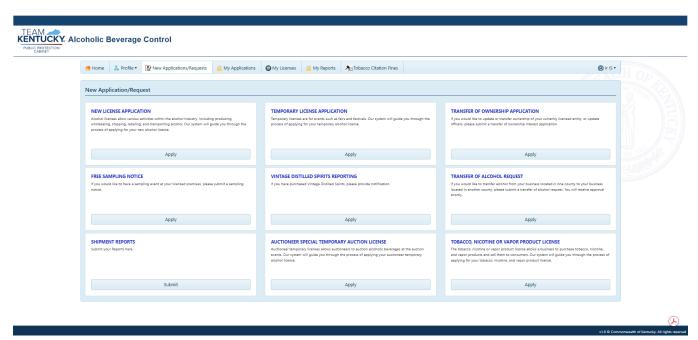
This document serves to show the content of the online application available through the department's online licensing portal at https://abcportal.ky.gov/BELLEExternal used by businesses and individuals to apply for an annual tobacco, nicotine, or vapor product license.

"Tobacco, Nicotine, or Vapor Product License Renewal Application," October 2025, 8 pages

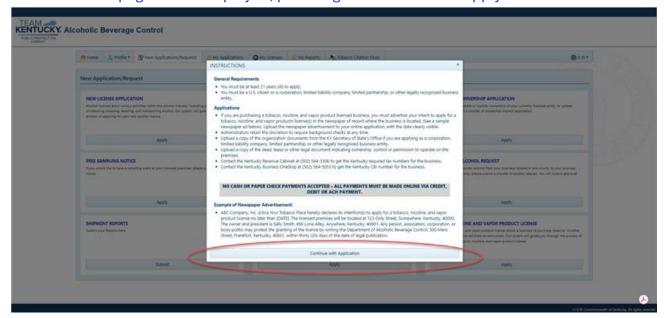
This document serves to show the content of the online application available through the department's online licensing portal at https://abcportal.ky.gov/BELLEExternal used by businesses and individuals to apply renew their annual tobacco, nicotine, or vapor product license.

Initial Tobacco Nicotine or Vapor Product License Application (October 2025)

1. Select "New Applications/Requests" from the top menu bar. And, then select "Apply" in the TOBACCO NICOTINE OR VAPOR PRODUCT LICENSE tile.

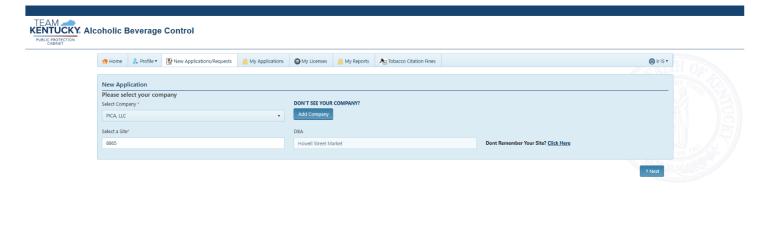


2. An instructions page will be displayed, providing details on how to apply.



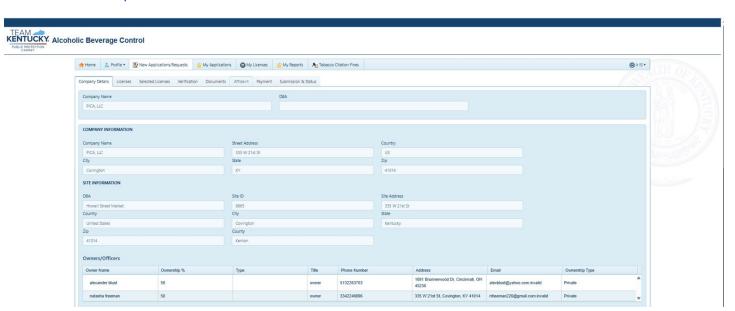
3. At the next screen you will need to select the company and enter the site number for the site you created in Company Details. Once all information is provided select "Next".

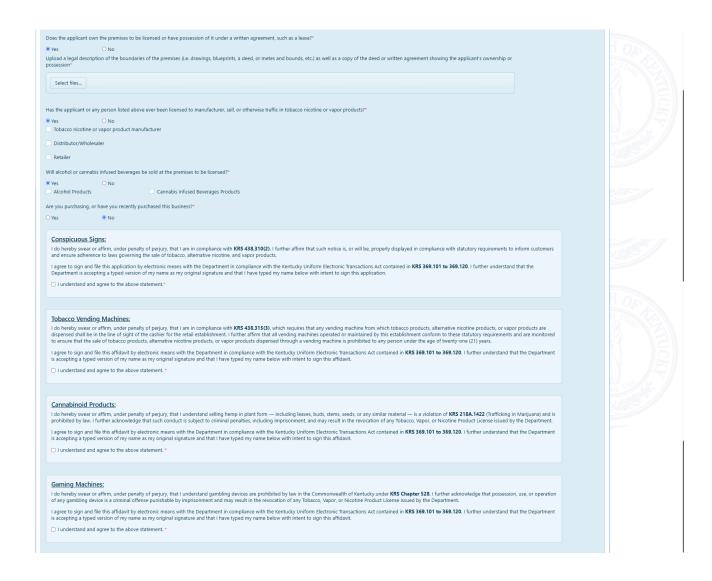
(If you forgot the site number you can select "Don't Remember Your Site? Click Here" link.)



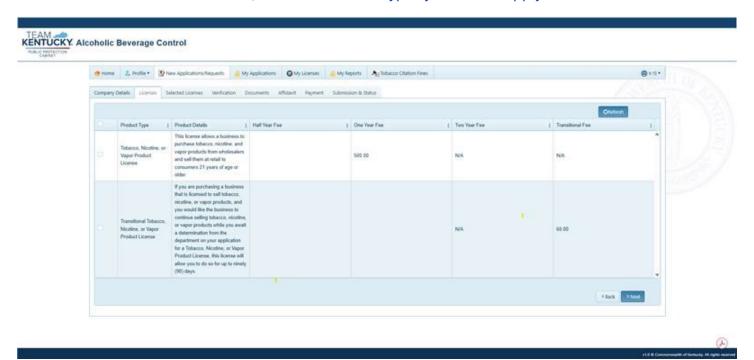


4. Once you select ">Next" you will need to answer additional questions related to your application. Once completed select "> Next".

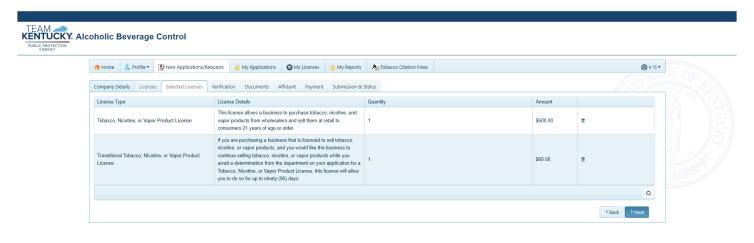




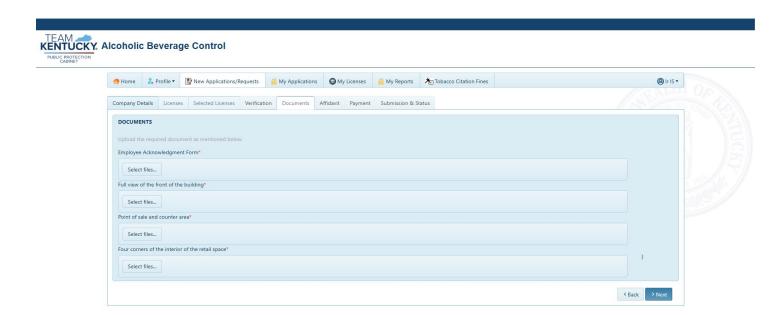
5. Once on the "Licenses" tab, select the license types you wish to apply for and select "> Next".



6. Next you will see the list of all selected licenses.

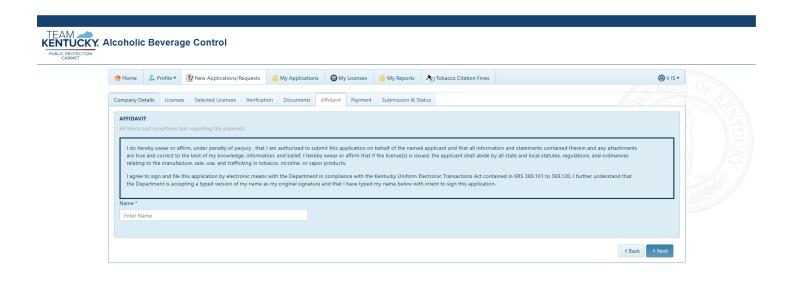


7. The next tab is the "Documents" tab where you will upload any documents required to process your application. In the example below an advertisement is needed. In order to attach click the "Select Files.." button and navigate to the file you wish to upload. Once done select "> Next".

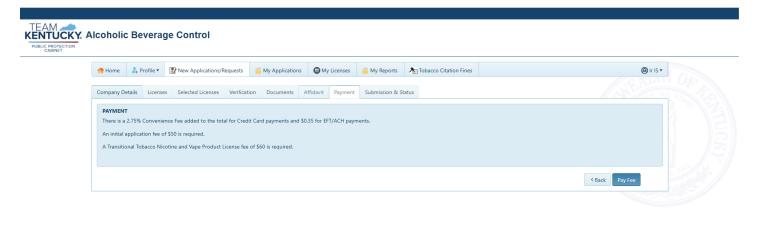


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8. Next you will sign the affidavit by entering your name then clicking "> Next".



9. Once you select "> Next" you will then proceed to "Pay Fee".



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10. You then will be redirected to the Kentucky Interactive payment page where you will select your method of payment.

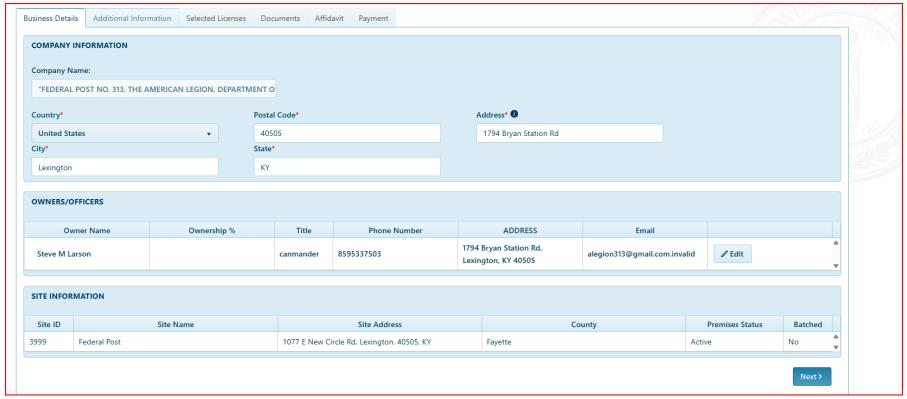


Tobacco Nicotine or Vapor Product Renewal Application (October 2025)

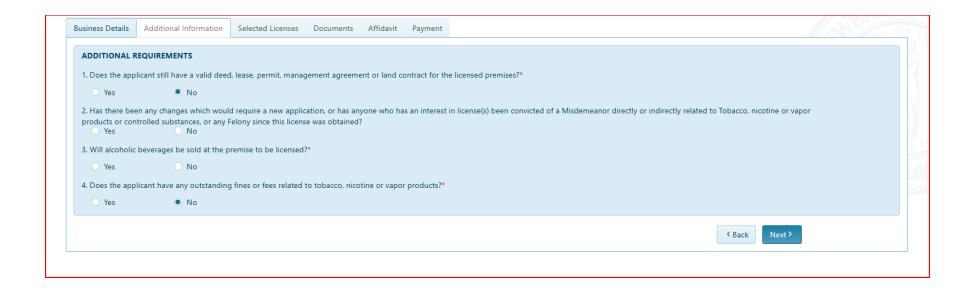
1. To renew license(s) select the "My Licenses" tab. To the right of the company select "Details". If the site has license(s) that are renewable click the "Renew" button.



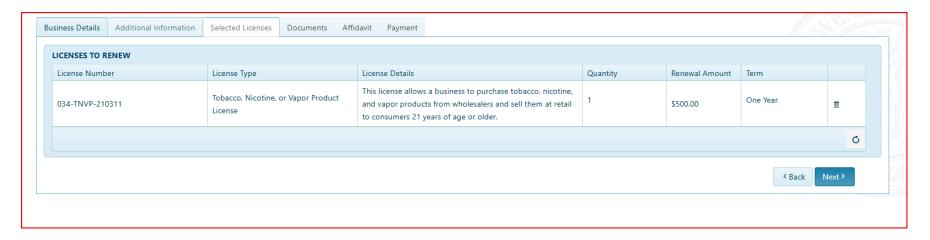
2. Once you click the renew button you will be able to edit owners/officers. If you have no changes, select "Next".



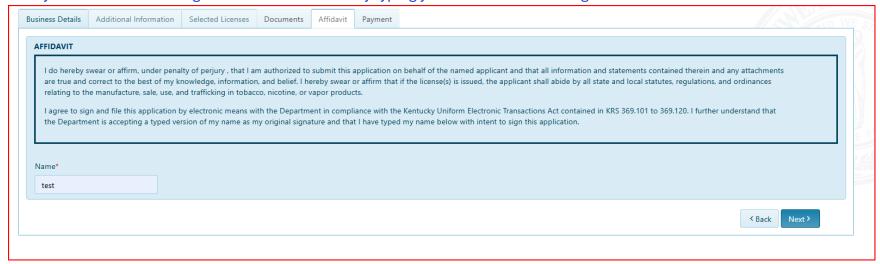
3. You will now need to answer some additional application questions and select "Next".



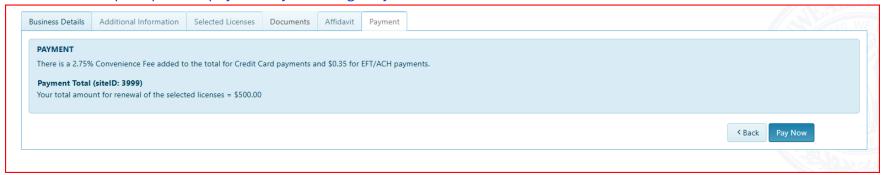
4. The next screen will show which license(s) which are available for renewal. To proceed click "Next".



5. Next you will be asked to sign the renewal affidavit by typing your name and selecting "Next".



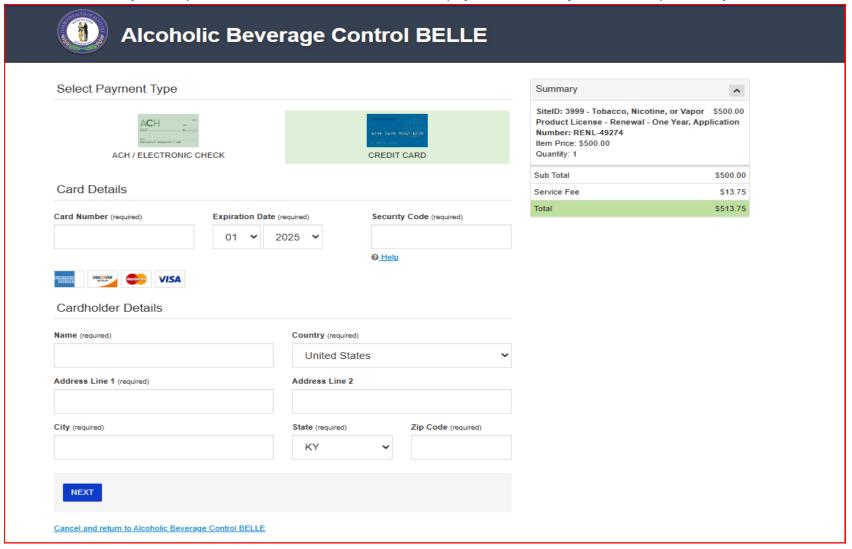
6. You will now be prompted for payment by selecting "Pay Now".



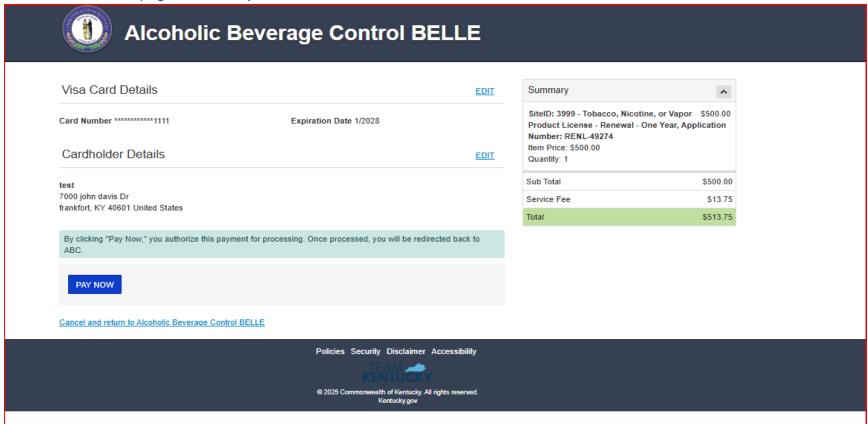
7. You then will be redirected to the Kentucky Interactive payment page where you will select your method of payment.



8. At the next screen you will provide the information for whichever payment method you selected previously



9. At the confirmation page select "Pay Now".



10. Upon successful payment you will be redirected back to the ABC portal where you will see a message with instructions on how to print your license.

