



Required Documents for the TABC Regulatory Licensing and Permitting System

Acceptable forms of identification:

All applicants and all individual owners applying for or renewing a license or permit must enter contact information and upload proof of identification in RLPS. Acceptable proof of identification for U.S. citizens and non-citizens is outlined below:

For U.S. Citizens: If an applicant is a citizen of the United States, he or she must provide a social security number **and** a copy of one (1) government-issued identification.

For non-U.S. Citizens: If an applicant is a non-citizen, he or she must provide two (2) of the following forms of identification, including one (1) **U.S. Government-issued photo identification:**

- I-551 (Permanent Resident Card or "Green Card")
- I-766 (Employment Authorization Card)
- I-327 (Reentry Permit)
- I-571 (Refugee Travel Document)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- I-20 (Certificate of Eligibility for Nonimmigrant F91) student status-"student visa"
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- I-94 (Arrival/Departure Record) Unexpired Foreign Passport

Liquor-by-the-Drink Restaurant

- Proof of possession of the premises (deed and lease)
- Certificate of occupancy
- Business plan with projected food sales percentage
- Printed menu
- Department of Revenue Price Schedule Report
- Alcohol Dealer Registration form issued by the Alcohol and Tobacco Tax and Trade Bureau
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- City/County Business License issued by local jurisdiction
- Certificate of Occupancy issued by local jurisdiction
- Government-issued ID, as required, for each owner with 5% or more interest or corporate officers of publicly traded companies (**please see acceptable forms of ID at the beginning of this document**)
- No liquor transfer letter if an existing licensee is being purchased by the applicant (**not needed for renewal**)

Liquor-by-the-Drink Limited Service Restaurant

- Proof of possession of the premises (deed and lease)
- Certificate of occupancy
- Business plan with projected food sales percentage
- Printed menu
- Department of Revenue Price Schedule Report
- Alcohol Dealer Registration form issued by the Alcohol and Tobacco Tax and Trade Bureau
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- City/County Business License issued by local jurisdiction
- Certificate of Occupancy issued by local jurisdiction
- Zoning letter from the local government
- Security plan and affidavit
- Government-issued ID, as required, for each owner with 5% or more interest or corporate officers of publicly traded companies **(please see acceptable forms of ID at the beginning of this document)**

Retail Package Store:

- Proof of possession of the premises (deed and lease)
- Certificate of Compliance from the municipality
- Newspaper Retail Liquor License Notice with publication affidavit from publishing newspaper **(only needed for new applicants and renewals with a new Certificate of Compliance)**
- Alcohol Dealer Registration form issued by the Alcohol and Tobacco Tax and Trade Bureau
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- City/County Business license issued by local jurisdiction
- Certificate of Occupancy issued by local jurisdiction
- Most recent Responsible Vendor Certification
- Government-issued ID, as required, for each owner regardless of percentage ownership **(please see acceptable forms of ID at the beginning of this document)**
- Retail personal financial statement for each owner **(not needed for renewal)**
- Credit check for each owner **(not needed for renewal)**
- Previous 2 years of tax returns for each owner **(not needed for renewal)**
- Previous 3 months of bank statements for each owner **(not needed for renewal)**

Wine in Retail Food Stores (WIGS):

- Proof of possession of the premises (deed and lease)
- Certificate of Compliance/ Good Moral Character issued by local jurisdiction (includes zoning and background)
- Site plan for premises
- Alcohol Dealer Registration form issued by the Alcohol and Tobacco Tax and Trade Bureau
- Certificate of Occupancy issued by local jurisdiction
- City/County Business License issued by local jurisdiction
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- Most recent Responsible Vendor Certification
- Government-issued ID, as required, for each owner with 10% or more interest or corporate officers of publicly traded companies **(please see acceptable forms of ID at the beginning of this document)**

Wholesaler:

- Proof of possession of the premises (deed and lease)
- Certificate of Occupancy issued by local jurisdiction
- City/County Business License issued by local jurisdiction
- Federal Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- Government-issued ID, as required, for each owner regardless of percentage ownership **(please see acceptable forms of ID at the beginning of this document)**
- Personal financial statement for each owner **(not needed for renewal)**
- Credit check for each owner **(not needed for renewal)**
- Previous 2 years of tax returns for each owner **(not needed for renewal)**
- Previous 3 months of bank statements for each owner **(not needed for renewal)**

Distillery:

- Proof of possession of the premises (deed and lease)
- Federal Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau
- Certificate of Occupancy issued by local jurisdiction
- City/County Business License issued by local jurisdiction
- Zoning letter issued by local jurisdiction
- Government-issued ID, as required, for each owner regardless of percentage ownership **(please see acceptable forms of ID at the beginning of this document)**
- Personal financial statement for each owner **(Not needed for renewal)**
- Credit check for each owner **(Not needed for renewal)**
- Previous 2 years of tax returns **(Not needed for renewal)**
- Previous 3 months of bank statements **(Not needed for renewal)**

Winery:

- Proof of possession of the premises (deed and lease)
- Federal Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau
- Approval from the Tennessee Department of Agriculture
- Certificate of Occupancy issued by local jurisdiction
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- Government-issued ID, as required, for each owner (**please see acceptable forms of ID at the beginning of this document**)
- Personal financial statement for each owner regardless of percentage ownership (**not needed for renewal**)
- Credit check for each owner (**not needed for renewal**)
- Previous 2 years of tax returns for each owner (**not needed for renewal**)
- Previous 3 months of bank statements for each owner (**not needed for renewal**)