

TABC Online Process for Server Permits and Classes

The 5 Year TABC Server Permit process

Beginning FEBRUARY 1, the entire application process is done online through the TABC RLPS system.

- Anyone applying for a server permit must have their own individual email. This is the only way the TABC will contact you with questions or once your permit is approved.
- FREE email address can be obtained through google (gmail), yahoo, hotmail and others.
- Users will create their own RLPS account.

Steps for your TABC Permit **Beginning FEBRUARY 1**

1. Create your RLPS account. Remember your log in and password. You will have this account as long as you need to have a TABC 5-Year Server Permit.
2. Complete your online Server Permit application. The questions are the same as the paper application.
3. You also complete a Declaration of Citizenship.
4. Upload TWO (2) forms of Identification.
5. Register for your class from the link provided on the RPLS site.
6. The TABC will contact you through email if there is any problem with your application or other documentation is needed.
7. You will receive your RLPS#. This is the number the TABC will use to track you. They will no longer use your social security number.

The Class

1. Your name will be on the roster of the class you selected. If you are unable to attend, go back to your RLPS account and register for another class.
2. Your instructor will submit the class roster.
3. Once your application is approved the TABC will notify you by email that your permit is ready.
4. You will log back into the RLPS system and print your permit. You will always be able to get a copy of your permit through the RLPS site.

Other thoughts

1. Beginning February 1, the only way you will be able to get a permit is to complete the above process online!
2. If you come to a to a class without pre-registering, you will be required to complete the process after the class but BEFORE 11:29 PM Central Time. If you do not complete the process in the same day of your class, you will not be submitted on a roster until your instructor has another class to submit! This would cause a delay in your permit!!!!
3. The RPLS system will not have detailed class information, such as the price of the class or other notes about a class. We suggest you research classes before you sign up for your class on the RLPS system.

Support for RLPS:

- The TABC will have an RLPS support help desk to answer customer questions. The help desk will be accessible via the main office numbers of the TABC.
- The TABC will be publishing content to assist customers with the use of RLPS before January 22nd.

Go to <https://www.tn.gov/abc> and click to the link to subscribe to their email list.