



# ABC Licensing & Compliance Division

## Delivery Service License Pre-Application Checklist

**ATTENTION: If you have not submitted a Delivery Service Training Approval Request (Form LCD-45) and a Delivery Service Scanning Software Approval Request (Form LCD-46) to [applications@abc.alabama.gov](mailto:applications@abc.alabama.gov), you must do so prior to submitting your application. A copy of your ABC Board approval for both items are required documents listed on Page 2 of this form.**

1. All documents listed below are REQUIRED by Alabama State Law and ABC Rules and Regulations. They are not optional.
2. The ABC Board has broad discretion to request any other information that it deems necessary.
3. It is mandatory that the applicant name and physical location address match exactly on ALL documentation.
4. All documents must be legible, color copies.

**YES NO**

**Payment for filing fee of \$100.00 per license (Credit Card or Electronic Check ONLY)**

**Corporation or LLC Paperwork (excludes individuals and partnerships)**

All legal entities must provide the document that includes the date and county or state where the business was formed.

Additionally, Out of State corporations must include the Certificate of Existence for Alabama issued by the AL Secretary of State. The AL SOS contact number is (334) 242-5324.

**Identification Documents – All copies of Identification must be in color and are required for every person with profit or proprietary interest in the applicant:**

**US Born Citizens:**

Valid Driver’s License or State-Issued ID from the state of legal residency  
 Certified Copy of Birth Certificate or current certified US Passport

**Naturalized Citizens:**

Valid Driver’s License or State Issued ID from state of legal residency  
 Naturalized papers or current certified US Passport

**Non-US Citizens:**

Valid Driver’s License or State Issued ID from state of legal residency  
 Current Permanent Resident Card, E2 VISA, or other document that authorizes the individual to receive a public benefit. An Alabama ABC License is considered a public benefit.

**Power of Attorney, if applicable:**

Copy of Driver’s License

**Documents showing control of the property (required for both in-state and out of state locations):**

**Lease or Use Agreement:**

Name(s) on the document matches the applicant name exactly (ex. If John Doe, Inc. is the applicant, then the lessee name must be John Doe, Inc.)

Physical location address matches exactly as the physical location address listed on the application\*

\*If the lease or use agreement has a legal description of the property instead of a physical address, then the location address must be confirmed in one of the following ways:

- 1) E-911 Address Verification
- 2) Handwritten on the lease, signed and dated by lessor and lessee
- 3) Correspondence on letterhead from an authorized individual

Valid, reasonable term (at least one year if applying for an annual, renewable ABC License)  
 Signatures by applicant and property owner

**Deed:**

Name(s) on the deed matches the applicant name exactly (ex. If John Doe, Inc. is the applicant, then the lessee name must be in the name John Doe, Inc.)

Stamped and recorded by the probate in the county in which it is located

Physical location address must be confirmed in one of the following ways

- 1) E-911 Address Verification
- 2) Handwritten on the deed, signed and dated by applicant
- 3) Correspondence on letterhead from an authorized individual

YES NO

**State of Alabama Sales Tax License**

**Federal Tax ID Documentation (excludes sole proprietors, when applicable)**

**Background Checks (excludes publicly traded companies and 240 - Non-Profit Special Event License Applicants)**

**Important Information regarding background checks:**

- 1) Background checks should be initiated as soon as the pre-application is submitted to your local ABC Division office.
- 2) The background check(s) submitted must be current and cover any state the individual has resided within the last 3 years. Please ensure there is a date on the background check or that there is an accompanying cover letter confirming the date in which the background check was obtained so your division office can verify it is current.
- 3) Background checks are required for every person with profit or proprietary interest in the applicant to be licensed.
- 4) The license will NOT be processed and issued until the background check(s) are returned to your local ABC Division office.

**General Liability Insurance Certificate (Per ACT 2021-188)**

The insured must match exactly with name on application (ex. if John Doe, Inc. is the applying entity, the John Doe, Inc. should be the insured entity.)

Physical location address must be listed exactly as it appears on application

Certificate must clearly state either a minimum of \$5 million per occurrence in General Liability coverage for businesses with 4 or more drivers, or a minimum of \$2 million per occurrence in General Liability coverage for businesses with 3 or fewer drivers

Coverage dates should be valid for the term of the license

**Copy of Alabama ABC Board Stamped Approval of Delivery Service Training Approval Request (Form LCD-45)**

**Copy of Alabama ABC Board Stamped Approval of Delivery Service Software Scanning Approval Request (Form LCD-46)**

**Additional Requirements for Third-Party Delivery Service Entities Only:**

Sample Contract that the applicant intends to use with a retailer

List of all retail businesses the applicant intends to deliver for, to include business names and addresses

**If you have any questions or problems obtaining the information listed above, please call your local ABC Division office before your scheduled appointment.**

**Applications will not be processed unless all required documents are provided and correct at the time of your appointment.**