



DIRECT WINE SHIPPER – WINE FULFILLMENT CENTER

PRE-APPLICATION CHECKLIST:

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION

Please read prior to beginning the pre-application process:

1. All documents listed below are **REQUIRED** by Alabama State Law and ABC Rules and Regulations Chapter 20-X-5-.01. 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 \$50.00 per license (Credit Card or Electronic Check ONLY) – Applicants will not be contacted for payment until the complete application has been submitted to the Alabama ABC Board and reviewed for accuracy by ABC Board staff

Corporation or LLC Paperwork (excludes sole proprietors and partnerships)

In-State corporations must provide the documents filed with the Alabama Secretary of State. The AL SOS contact number is (334) 242-5324.

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

Identification and Proof of Citizenship Documents – Identification and proof of citizenship documents listed below are required for every person with profit or proprietary interest in the applicant. This includes, but is not limited to, all members of an LLC and all officers of a corporation:

US Born Citizens:

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

Naturalized Citizens:

Valid Driver's License or State Issued ID from state of legal residency
Certificate of Naturalization 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 Power of Attorney's Driver's License and documentation designating Power of Attorney

Federal Tax ID Documentation (excludes sole proprietors)

Background Checks (excludes publicly traded companies) – Background checks are required for every person with profit or proprietary interest in the applicant. This includes, but is not limited to, all members of an LLC and all officers of a corporation:

Important Information regarding background checks:

- 1) Background checks should be initiated as soon as the pre-application is submitted to the AL ABC Board.
- 2) The background check(s) submitted must be current and cover any state the individual has resided within the last 10 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 that the Licensing and Compliance Division can verify it is current.
- 3) Background checks are required for ALL applicants, partners, members, officers, and anyone with a profit interest in the establishment to be licensed.
- 4) The license will NOT be processed and issued until the background check(s) are returned to the AL ABC Board.

Liquor Liability Insurance Certificate

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 a minimum of \$100,000 in Liquor Liability coverage

Coverage dates should be valid for the term of the license

ADDITIONAL DOCUMENTS REQUIRED FOR DIRECT WINE SHIPPER LICENSE APPLICANTS ONLY:

Copy of Wine Manufacturer License, issued by any state

Copy of Federal Basic Wine Manufacturing Permit

State of Alabama Dept of Revenue Sales Tax ID (In-State) / Simplified Sellers Use Tax ID (Out of State)

Direct Wine Shipment Brand/Label Registration (Form LCD-42) submission emailed to enforcement.license@abc.alabama.gov for approval. **Products may not be sold within or shipped into the State of Alabama without first receiving approval of the brand/label from the Alabama ABC Board.**

If a winery obtained Brand/Label approval through the Alabama ABC Board prior to obtaining a direct wine shipper license, a list of approved products on letterhead must be included as part of this application.

If you have any questions or problems obtaining the information listed above, please send an email to applications@abc.alabama.gov.

Applications will not be processed until all of the required documents listed above are provided to the Alabama ABC Board and contain all required information. The ABC Board has broad discretion to request any other information that it deems necessary.