



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's name and physical location address match exactly on ALL documentation.
4. All documents must be legible, color copies.
5. If you have any questions or problems obtaining the information listed below, please send an email to applications@abc.alabama.gov.
6. Applications will not be processed unless all required documents are provided and correct at the time of your appointment.
7. Each application will require a non-refundable filing fee of \$50.00, in addition to the license fee. Applicants will not be contacted for payment until the complete applications has been submitted to the Alabama ABC Board and reviewed for accuracy by ABC Board staff.

YES NO

Corporation or LLC Documentation (excludes sole proprietors and partnerships): This paperwork should include the Articles of Incorporation, Articles of Formation, Articles of Organization, or other valid documentation filed with the state in which the entity was legally formed.

Entities formed in the State of Alabama must provide the Alabama Secretary of State registration documentation. 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. US Passports must be signed.

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, VISA, etc.

Power of Attorney, if applicable:

Copy of P.O.A. Driver's License and signed documentation designating Power of Attorney

Federal Tax ID Documentation (excludes sole proprietors)

ADDITIONAL DOCUMENTS REQUIRED FOR DIRECT WINE SHIPPER LICENSE APPLICANTS:

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.

Note: 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.

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