



Application for Certification

ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD RESPONSIBLE VENDOR PROGRAM

FOR OFFICE USE ONLY

Reviewed By: _____

Approved By: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- DO NOT submit this application until ALL employees of your establishment involved in alcoholic beverage sales are successfully trained and tested.
- Complete a separate application for EACH license type for which you are requesting certification.
- Complete the **Report of Server, Seller, or Manager Training** and/or attach a separate training form
- Submit this application along with the thirty-five dollar (\$35.00) fee per license type to: **The Alabama ABC Board, Responsible Vendor Program, P.O. Box 1151, Montgomery, Alabama 36101.**

PLEASE NOTE: THE FEE MUST BE IN THE FORM OF A CHECK OR MONEY ORDER.

ABC LICENSE NUMBER: _____ - _____

License Type License Number

COMPLETE THIS INFORMATION AS IT APPEARS ON YOUR ALCOHOLIC BEVERAGE LICENSE!

LICENSEE INFORMATION

Licensee: _____

Address: _____
Street Address

City, State, Zip

Owner Telephone: _____

Email: _____

TRADE LOCATION INFORMATION

Trade Name: _____

Address: _____
Street Address

City, State, Zip

Trade Location Telephone: _____

CUSTODIAN OF RESPONSIBLE VENDOR RECORDS

Name: _____

Email: _____

Mailing Address: _____
Street Address

City, State, Zip

Telephone: _____

Email: _____

Physical Location of Records: _____
Street Address

City, State, Zip

Please answer the following by marking the appropriate response:

- A) Has each server/seller and manager involved in the sale of alcoholic beverages, completed within this employment at this licensed establishment, an ABC Board approved course of instruction, appropriate to job function and passed an approved examination immediately prior to this application? YES NO
- B) Do you understand that persons employed in the future as a server/seller or manager must complete and pass an ABC Board approved course of instruction and examination within **30 days** of such employment at this licensed establishment? YES NO
- C) Will you conduct on a semiannual basis, responsible vendor meetings for your servers/sellers and managers, or such other schedule of meetings as approved in writing by the Board, for review and update of instructions? YES NO
- D) Have you developed a standard operating policy and procedure in writing, outlining discipline of employees who violate beverage laws or use/possess controlled substances on the licensed premises, and has each server/seller/manager acknowledged that he or she is aware of this policy? YES NO
- E) I agree to maintain the following information in the files of the licensee or designee: Employee's name, social security number, date of employment, course completion date, examination scores with signed corrections, trainer's name (if applicable), policy acknowledgments, and semi-annual update documentation. YES NO
- F) Have you posted signs on your underage service policy, no less than 8 inches by 13 inches in unobstructed view inside the main customer entrance(s) on or near the area where alcoholic beverages are displayed or dispensed? YES NO
- G) Are any ABC violations or actions pending against this license? YES NO

Statement of Agreement and Understanding:

"I agree to comply at all times with, and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as it appears in the Code of Alabama, Title 28, the Alabama Responsible Vendor Act of 1990, and all laws of the State of Alabama relative to the handling of alcoholic beverages. I further agree to obey all rules and regulations promulgated by the ABC Board. I understand that certification shall be subject to withdrawal for cause at the discretion of the Board, and recertification will not be considered for 90 days."

Signature of Notary Public

STATE OF _____, COUNTY OF _____

Sworn to and subscribed before me this _____ day of

_____, 20____.

Notary Signature: _____

My Commission expires _____

Signature and Title of Owner or Authorized Representative:

_____ Title _____