



## CONSUMABLE HEMP PRODUCTS 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. 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)**

**Power of Attorney (if applicable):**

Copy of Driver's License and signed documentation designating Power of Attorney

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

Corporations must provide the document that includes the book/instrument number, page, date, and county where the business was formed.

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 and Proof of Citizenship Documents for Individuals with 10% or more profit or proprietary interest in the applying entity: Identification and proof of citizenship documents listed below are required for every person with profit or proprietary interest of 10% or more in the applicant. This includes, but is not limited to, members of an LLC and officers of a corporation with 10% or more profit or proprietary interest.**

**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.

**Background Checks for Individuals with 10% or more profit or proprietary interest in the applicant (excludes publicly traded companies and 501(c) charitable organizations)**

**Important Information regarding background checks:**

- 1) All Background checks are to be conducted by the Alabama Law Enforcement Agency (ALEA). Please visit the "Background Check Application and Instructions" link posted on the ABC website, [www.alabcboard.gov/licensing-compliance/how-to-apply](http://www.alabcboard.gov/licensing-compliance/how-to-apply). This link includes the ALEA Application to Review Alabama Criminal History Record Information and important instructions for submission.**
- 2) Once the background check(s) are complete, the final copies will be sent directly from ALEA to the ABC Board.**
- 3) No background checks will be accepted directly from applicants.**
- 4) Background checks are required for ALL applicants, partners, members, officers, and anyone with a profit interest of 10% or more in the establishment to be licensed.**
- 5) The license will NOT be issued until this background check process is complete for all applicants.**

YES NO

**Documents showing control of the property – i.e., Lease, Deed, Use Agreement:**

**Lease or Use Agreement:**

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

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

**State of Alabama Department of Revenue Sales Tax License or Simplified Sellers Use Tax ID**

**Federal Tax ID Documentation (excludes sole proprietors)**

**Surety Bond payable to the ABC Board, executed by the applicant as principal, and by a corporate surety company qualified to do business in Alabama as surety, in the amount of \$25,000.00**

**Letter of approval from local governing authority to include the following information:**

Name(s) on the document must match the applicant name exactly

Physical location address must match the physical location address listed on application exactly

License type must match the application exactly

On official letterhead of the governing authority

Signed by an authorized individual of the governing authority

**Sketch of the proposed licensed premises notating where in the location consumable hemp products will be sold**

**If you have any questions or issues obtaining the information listed within this pre-application checklist, 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.**