



## 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](mailto: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 application 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.

**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 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.

**Affidavit for Individuals with less than 10% profit or proprietary interest that affirms three-tier compliance and all individuals within the applicant are 21 years of age or older (if applicable)**

*The affidavit template can be found on the AL ABC Board website, [alabcboard.gov](http://alabcboard.gov) under Licensing and Compliance > How to Apply*

**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](mailto: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.