



**Louisiana Alcohol & Tobacco Control**  
8585 Archives Ave., Suite 305  
Baton Rouge, LA 70809



## **Message of Importance to All Applicants:**

The application process to receive an alcohol or tobacco permit is not an easy one. The laws that demand the applicants maintain certain qualifications make it, to many, cumbersome. However, we are committed to making the process as painless as possible.

Although the state has 35 days to investigate and review all applications, we would like to assure you that it is our goal to issue your permit as quickly as possible. Typically, licensing delays are a result of applicants not carefully reading and completing the application packet or not submitting all required documentation. There are no exceptions to these statutory requirements. As such, please help us in permitting your business quickly by ensuring that you have carefully reviewed the application packet and supplied all necessary documentation.

Please begin by locating the checklist furnished with the application and follow the instructions enclosed. This will enable us to process your application in the shortest possible time frame. Thank you for choosing Louisiana in which to do business.

A handwritten signature in black ink that reads 'Troy Hebert'. The signature is written in a cursive, flowing style.

**Troy Hebert, Commissioner**  
**Office of Alcohol & Tobacco Control**

## CHECK LIST – Requirements for Stand Alone Caterer's Permit

- Notice of Intent Poster Application (BLUE) (posters MUST hang for 15 days) (NOTARIZED) \*if location has not had an alcohol permit there in the past 6 months, you can only submit this form at this time; you must wait 15 days prior to submitting the rest of your paperwork. \*\*\*ONLY VALID FOR 90 DAYS\*\*\*
- \$50-Beer
  - \$50-Liquor
- Application for Class A- Caterer's Permit
- Schedule A (NOTARIZED) (all officers/members/directors/stockholders owning more than 5% stock, and any managers)  
\*Question 28 includes nicknames, maiden names of owner/spouse and any previous married names.
- Ads and Proof of Publication (ADS ONLY NEED TO RUN 1 TIME) Ads and must run in a paper that is published in the municipality in which he/she desires to operate his/her business; or in the newspaper published nearest to his place of business. (within same parish), if it is not located in a municipality in which a newspaper is published. \*\*\*ONLY VALID FOR 90 DAYS\*\*\*
- Local Sales Tax Clearance Certificate (whomever you pay local taxes to) \*\*\*ONLY VALID FOR 90 DAYS\*\*\* for new applications for location address
- State Sales Tax Clearance Certificate (L.A. Dept. of Revenue) \*\*\*ONLY VALID FOR 90 DAYS\*\*\* for new applications for location address
- Copy of Local Alcohol Permit(s) OR list the date applied for: \_\_\_\_\_
- Bona fide lease of the property or proof of ownership.
- Fingerprint cards (to be mailed to State Police in Baton Rouge, 42.50 fee per individual) \*Anyone who fills out a Schedule A form must be fingerprinted, except spouses and managers.
- If Corporate or LLC ownership:
- a. Copy of State Charter, or Corporate Certificate.
  - b. Copy of Articles of Incorporation, or Articles of Organization
  - c. Minutes listing current corporate officers and assignment of stock (must equal %100), or operating agreement listing all members and percentage of interest in LLC.
- If PARTNERSHIP ownership:
- a. Partners must meet residency requirements. Corporations and LLC must submit Louisiana Secretary of State Certificate.
  - b. Copy of notarized partnership agreement, listing all partners, and percentage of ownership in the partnership.
- Fees (A CASHIER'S CHECK, MONEY ORDER, CERTIFIED CHECK OR CREDIT CARD (MasterCard, American Express, and Discover).! CASH IS ONLY ACCEPTED AT BATON ROUGE HEADQUARTERS. NO PERSONAL CHECKS ACCEPTED)
- \$200- Caterer's Permit (Stand Alone Caterer)
  - \$50- Responsible Vendor Fee (ONLY pay this fee if you do NOT currently have a state alcohol permit) ADDING CATERERS PERMIT TO EXISTING PERMIT Application for caterers permit & fee of \$200.00.

(ATC DOES NOT ACCEPT PERSONAL / BUSINESS checks);

# Qualifications

**Applicants for all state and local alcoholic beverage permits shall meet the following qualifications and conditions under Louisiana Revised Statutes 26:80 and 280:**

1. Be a person of good character and reputation, and over 18 years of age.
2. Be a citizen of the United States and the State of Louisiana and a resident of the State of Louisiana continuously for a period of not less than two years next preceding the date of the filing of the application. However, the requirements as to Louisiana citizenship do not apply to wholesalers or retailers who, on or prior to January 1, 1946, held permits for high alcohol content and July 26, 1944, for low alcohol permits.
3. Be the owner of the premises or have a bona fide written lease. In cases in which the applicant holds a bona fide written lease, the name and current address of the lessor shall be shown on the application form filed with the Commissioner. The lease must clearly indicate the effective date.
4. Have not been convicted of a felony under the laws of the United States, the State of Louisiana, or any other state or country.
5. Have not been convicted in this or in any other state or by the United States of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place, or illegally dealing in controlled or dangerous substances.
6. Have not had a license or permit to sell or deal in alcoholic beverages, issued by the United States or any other states, or by any political subdivision of a state authorized to issue permits or licenses, revoked within two years prior to the application, or been convicted, or had a judgment of court rendered against the applicant involving alcoholic beverages by this or any other state or by the United States for two years prior to the application.
7. Have not been convicted of violating any of the provisions of Title 26 of the Louisiana Revised Statutes.
8. Have not been convicted of violating any municipal or parish ordinances adopted pursuant to the provisions of Title 26. If the applicant has been so convicted, the granting of a permit or of a renewal shall be within the discretion of the commissioner.
9. Not be the spouse of a person who does not meet the above-listed qualifications except for the citizenship requirements listed in number 2 above. An alternative is referenced in R.S. 26:80(G) and 280(G).
10. Not owe the state or the local government subdivisions in which the application is made any delinquent sales taxes, penalties, or interest excluding items under formal appeal pursuant to applicable statutes.

**PARTNERSHIPS:** If the applicant is a partnership or anyone in partnership with or financed by another, all members of the partnership or all the persons furnishing the money shall also possess the qualifications required of the applicant. The application shall name all partners or financial backers and furnish their proper addresses and social security numbers.

**CORPORATIONS/LLCs:** If the applicant is a corporation or limited liability company (LLC), all officers and directors and all stockholders or members owning in the aggregate more than five percent of the stock or membership interest in a limited liability company and the person or persons who shall conduct or manage the business shall possess the qualifications required of an applicant. However, the requirements as to citizenship and residence do not apply to officers, directors, and stockholders of corporations or membership in an LLC. The corporation or LLC shall either be organized under the laws of the State of Louisiana or qualified to do business within the State of Louisiana.

**MANAGERS, AGENTS, SERVANTS, EMPLOYEES AND REPRESENTATIVES:** If the applicant's business is to be conducted wholly or partly by one or more managers, agents, servants, employees, or other representatives, those persons shall also possess the qualifications required of the applicant.

**FINGERPRINTS:** Must be submitted to the Department of Public Safety, Criminal Records Division, by all persons who are required to possess these qualifications. **All fingerprints will be submitted to FBI for national background check.**

**IMPORTANT NOTICE:** If the applicant or any other person required to have the same qualifications does not possess the required qualifications, the permit may be denied.

For further instructions, see attached application.



Office Use Only  
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

# Notice of Intent Poster Application

General Information

Notice of Intent Posters (NOI posters) are required for **ALL** retail alcoholic beverage permits. NOI posters are valid for **90 days** from the date of issuance and must be submitted to ATC as follows:

- **Existing Business**
  - If there has been an alcoholic beverage permit at the location within the previous 6 months, submit your NOI application and your completed alcoholic beverage application packet to ATC at the same time.
- **New Business**
  - If there has not been an alcoholic beverage permit at the location within the previous 6 months.
    - Upon submitting your NOI application, you will receive the NOI poster(s) which must be displayed in your business **for at least 15 days before** you may submit your completed alcoholic beverage application packet.

Permit Class, Type, and Fees

Please select the class and type of permit. *If you do not know which class of permit you should mark, please read the "Retail Permit Information" with the corresponding statutes on the previous page to determine which class is suitable for your business model.*

**CLASS of Permit**

**Types of Alcoholic Beverages to Be Sold and Fees**

- Class A-General**; LA R.S. 26:71.1(1)/271.1(1)
- Class A-Restaurant**; LA R.S. 26:73(c)/273(c)
- Class A-Caterer**; LAC 55: VII: 325
- Class B-Package Store** LA R.S. 26:2(13); 241(13)
- Class C-Package Store** LA R.S. 26:71.2(13)/271.2

- Beer: \$50.00**
- Liquor: \$50.00**
- Light Wine: \$50.00**  
\*Only mark if liquor is *not* marked  
 \*For Class A-Restaurant *only*

Business and Contact Information

Type of Ownership (check one):  Individual  Partnership  Corporation  Limited Liability Corporation (LLC)

Owner Name: \_\_\_\_\_  
(name of individual, partnership, corporation, or LLC)

Trade Name: \_\_\_\_\_

Business Address: Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Parish \_\_\_\_\_

Mailing Address: Same as business address?  YES  NO (if "no" complete below address information)  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Parish \_\_\_\_\_

LA State Tax ID Number: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Affiliation with Business: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Has this location held a valid state-issued beer/liquor permit within the last 6 months?  YES  NO  
 If "YES", what was the trade name of the business?  
 \_\_\_\_\_



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## Notice of Intent Poster Application Continued

Payment Information

Read the following payment information carefully to ensure your payment is timely received.

- NO REFUNDS will be made once this application packet and fees have been reviewed by this office.
- ATC accepts the following forms of payment via mail:
  - Money orders
  - Cashier's Checks
  - Certified Checks
- ATC accepts the above forms of payment and the following additional forms of payment at the Baton Rouge office:
  - Cash
  - Credit cards, including MasterCard, American Express, Visa, and Discover
- Mail fully completed forms, all supporting documents, and application fees to:
 

Louisiana Office of Alcohol and Tobacco Control  
P.O. Box 66404  
Baton Rouge, LA 70896-6404

Affidavit

### Affidavit

I swear that I am authorized to sign on behalf of the applicant business, and that the information reported on this document is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/Type Applicant's Name

For NOTARY Use Only	
Sworn to and subscribed to me this ____ day of _____, 20____,	
In the parish/county of _____, State of _____.	
_____ Notary Public's Signature	_____ Print Name of Notary Public

For Office Use Only

Poster Serial No.: \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Issued By: \_\_\_\_\_

Poster Serial No.: \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Issued By: \_\_\_\_\_

Poster Serial No.: \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Issued By: \_\_\_\_\_



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Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

# FINGERPRINT AUTHORIZATION FORM

**SUBMIT TO:** Louisiana State Police  
Bureau of Criminal Identification and Information  
PO Box 66614 (Mail Slip A-6)  
Baton Rouge, LA 70896

<i>THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED, OR REQUIRED, THERE IS AN ADDITIONAL \$16.50 FEE</i>	
<i>**FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY**</i>	
<i>****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION****</i>	
<i>****PLEASE PRINT****</i>	
<u>OFFICE OF ALCOHOL AND TOBACCO CONTROL</u> <b>FACILITY OR AGENCY</b>	<u>ATC CERTIFICATION DIVISION</u> <b>FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE</b>
<u>PO BOX 66404</u> <b>MAILING ADDRESS</b>	<u>NA</u> <b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>
<u>BATON ROUGE LA 70896</u> <b>CITY STATE ZIP CODE</b>	<u>(225) 925-4041</u> <b>FACILITY OR AGENCY PHONE NUMBER</b>
	<u>NA</u> <b>FACILITY EMAIL ADDRESS</b>

<b>APPLICANTS FULL NAME:</b> (Last, First, Middle)		
<b>*PRINT-USE INK-INCLUDE MAIDEN NAME &amp; PREVIOUS MARRIED NAMES IF APPLICABLE*</b>		
<b>APPLICANT'S SIGNATURE:</b>		
<b>APPLICANT'S SOCIAL SECURITY NUMBER:</b>		<b>DATE OF BIRTH:</b>
<b>DRIVERS LICENSE NUMBER &amp; STATE:</b>		<b>RACE:</b>
		<b>SEX:</b>
<b>POSITION OR LICENSE APPLIED FOR:</b>		
<b>AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION</b>		
By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above.		

**Request For: OFFICE OF ALCOHOL AND TOBACCO CONTROL**



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Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

# FINGERPRINT DISCLOSURE FORM

## APPLICANT PROCESSING – DISCLOSURE BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION PO BOX 66614 (MAIL SLIP A-6) BATON ROUGE, LA 70896

ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST

AGENCY  
OFFICE OF ALCOHOL AND TOBACCO CONTROL

NAME (LAST, FIRST, MIDDLE): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

RACE: \_\_\_\_\_

SEX: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

**\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\***

***(For Bureau of Criminal Identification and Information Use Only)***

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana’s criminal history records database as is available at the time of request. This does not preclude the possible existence of conviction information not available in our database.

### CRIMINAL HISTORY DETERMINATION

RAPSHEET ATTACHED

RESPONSE BELOW



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Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

# ELECTRONIC FINGERPRINT SUBMISSION CERTIFICATION FORM

**SUBMIT TO:** Louisiana Office of Alcohol and Tobacco Control

All persons submitting fingerprints electronically shall submit this certification form to ATC with your application for an alcoholic beverage permit. ATC will not process the application without verification that all required fingerprints have been submitted.

I, \_\_\_\_\_ (print name), hereby certify that I am applying for an alcoholic beverage permit with the Louisiana Office of Alcohol & Tobacco Control (ATC), that I have submitted my fingerprints electronically at an office provided by Louisiana State Police (LSP), and that I have submitted the necessary authorization form to allow ATC to receive the results of my criminal background report from the FBI and LSP as mandated by LA R.S. 26:80.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date of fingerprint submission)

\_\_\_\_\_  
(Signature of Employee Receiving Fingerprints)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address of location where fingerprints were submitted)

\*\*\*This form should be submitted to **ATC ONLY** and should **not** be submitted to Louisiana State Police\*\*\*

There is a \$10.00 fee for submitting fingerprints electronically, which should be paid in the form of a money order or cashier's check only.



LOUISIANA DEPARTMENT OF REVENUE OFFICE  
OF ALCOHOL AND TOBACCO CONTROL P.O.  
BOX 66404  
BATON ROUGE, LOUISIANA 70896-6404  
TELEPHONE (225) 925-4041 – FAX (225) 925-3975

**APPLICATION FOR CATERER'S PERMIT**

INSTRUCTIONS: APPLICATION MUST BE COMPLETE WITH PROPER FEES OF \$200 ATTACHED. PLEASE TYPE OR PRINT IN INK.

Owner name (individual partnership, LLC, Corporation) \_\_\_\_\_ Trade Name \_\_\_\_\_

Mailing Address PO Box,/Street/City/State/Zip \_\_\_\_\_ Phone No. \_\_\_\_\_

Location Address PO Box/Street/City/State/Zip \_\_\_\_\_ Parish \_\_\_\_\_  
DO YOU HAVE AN CURRENT CLASS A OR B PERMIT?  YES  NO

IF YES, PERMIT NUMBER? \_\_\_\_\_ EXPIRATION DATE? \_\_\_\_\_

IF NO:

(1) DO YOU OPERATE A FULLY-EQUIPPED KITCHEN?  YES  NO

(2) DO YOU DERIVE 70 PERCENT OF YOUR GROSS ANNUAL REVENUE FROM THE SALE OF FOOD OR  
FOOD- RELATED PRODUCT?  YES  NO

(3) DO YOU DERIVE 40 PERCENT OF YOUR GROSS REVENUE PER EVENT FROM THE SALE OF FOOD  
OR FOOD-RELATED PRODUCT?  YES  NO

(4) DO YOU MAINTAIN SEPARATE SALES FIGURES FOR ALCOHOLIC BEVERAGES?  YES  NO

(5) HAVE YOU INCLUDED AN ADDITIONAL \$50 FEE FOR THE RESPONSIBLE VENDOR PROGRAM?  
 YES  NO

\*\*\*COMPLETED SCHEDULE A FORMS MUST ALSO BE EXECUTED AND SUBMITTED BY THE MANAGER,  
OWNER, EACH PARTNER, EACH OFFICER, AND STOCKHOLDER OWNING MORE THAN 5 PERCENT OF  
THE CAPITAL STOCK.

**AFFIDAVIT**

This affidavit must be signed by owner, if individual ownership; authorized partner, if partnership; or authorized official if corporation or LLC. It is understood any misstatement or suppression of fact in this application or accompanying documents is grounds for denial.

I swear (or affirm) that I have read each of the questions in this application and that the answers which I have given are true and correct to the best of my knowledge and that I meet the qualifications and will abide by the conditions set forth in R.S. 26:80 and 280, and LAC 55:VII.325; and I further swear (or affirm) that I have no interest in any entity holding a state wholesale beer or liquor permit.

Applicant's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print/Type your name: \_\_\_\_\_

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

In the parish of \_\_\_\_\_, State of \_\_\_\_\_

Notary Public's Signature: \_\_\_\_\_

Print Name of Notary Public: \_\_\_\_\_

# SCHEDULE OF PERMITS

## ON-PREMISE CONSUMPTION PERMITS

	TYPE OF PERMIT	BEER FEE	LIQUOR/LIGHT WINE FEE	RESPONSIBLE VENDOR FEE	RESTAURANT FEE (IF REQUIRED)	<u>TOTAL DUE</u>
<b>CLASS A RESTAURANT</b>	Beer Only	\$70		\$50	\$25	\$145
	Beer & Light Wine	\$70	\$30	\$50	\$25	\$175
	Beer & Liquor	\$70	\$200	\$50	\$25	\$345
<b>CLASS A** GENERAL</b>	Beer Only	\$70		\$50		\$120
	Beer & Liquor					
	• OUTSIDE Incorporated City Limits	\$70	\$100	\$50		\$220
	• INSIDE Incorporated City Limits	\$70	\$200	\$50		\$320

## OFF-PREMISE CONSUMPTION PERMITS

	TYPE OF PERMIT	BEER FEE	LIQUOR/LIGHT WINE FEE	RESPONSIBLE VENDOR FEE	<u>TOTAL DUE</u>
<b>CLASS B PACKAGE</b>	Beer Only	\$70		\$50	\$120
	Beer & Light Wine	\$70	\$50	\$50	\$170
	Beer & Liquor	\$70	\$100	\$50	\$220
<b>CLASS C** PACKAGE</b>	Beer Only	\$70		\$50	\$120
	Beer & Liquor				
	• OUTSIDE Incorporated City Limits	\$70	\$50	\$50	\$170
	• INSIDE Incorporated City Limits	\$70	\$100	\$50	\$220

**NOTE:** A \$50 Responsible Vendor Fee is required for each licensed establishment. This fee has already been calculated into the totals listed above.

**\*\*No one under 18 years of age admitted**

## INCORPORATED CITIES LIST

### Use this list to:



- Determine whether the city in which your business is located is “Incorporated” (inside the city limits) or outside the city limits of an incorporated city;
- Accurately calculate your necessary fees;
- Answer #18 on the Application for Retail Alcoholic Beverage Permit.

\*\* If the city in which your business is located is NOT listed below, your business location is considered to be outside the city limits of an incorporated city \*\*

ABBEVILLE	JEANERETTE	RUSTON
ALEXANDRIA	JENNINGS	SCOTT
BAKER	KAPLAN	SHREVEPORT
BASTROP	KENNER	SLIDELL
BATON ROUGE	LAFAYETTE	SPRINGHILL
BOGALUSA	LAKE CHARLES	ST. GABRIEL
BOSSIER CITY	LEESVILLE	ST. MARTINVILLE
BREAUX BRIDGE	MANDEVILLE	SULPHUR
BROUSSARD	MANSFIELD	TALLULAH
BUNKIE	MARKSVILLE	THIBODAUX
CARENCRO	MINDEN	VILLE PLATTE
CENTRAL	MONROE	WEST MONROE
COVINGTON	MORGAN CITY	WESTLAKE
CROWLEY	NATCHITOCHE	WESTWEGO
DERIDDER	NEW IBERIA	WINNFIELD
DENHAM SPRINGS	NEW ORLEANS	WINNSBORO
DEQUINCY	NEW ROADS	YOUNGSVILLE
DONALDSONVILLE	OAKDALE	ZACHARY
EUNICE	OPELOUSAS	
FRANKLIN	PATTERSON	
GONZALES	PINEVILLE	
GRETNA	PLAQUEMINE	
HAMMOND	PONCHATOULA	
HARAHAN	PORT ALLEN	
HOUMA	RAYNE	

## PERMIT EXPIRATION MONTHS



Parishes listed in alphabetical order  
Permits expire on the last day of the month

Acadia (October)	Iberville (July) Jackson	St. James (April)
Allen (March)	(December) Jefferson	St. John (April)
Ascension (January)	(February) Jeff Davis	St. Landry (July)
Assumption (November)	(March) Lafayette	St. Martin (October) St.
Avoyelles (July)	(October) Lafourche	Mary (November) St.
Beauregard (March)	(November) LaSalle	Tammany (August)
Bienville (September)	(December) Lincoln	Tangipahoa (August)
Bossier (September)	(September)	Tensas (December)
Caddo (September)	Livingston (August)	Terrebonne (November)
Calcasieu (March)	Madison (December)	Union (December)
Caldwell (December)	Morehouse (December)	Vermilion (March)
Cameron (March)	Natchitoches (December)	Vernon (March)
Catahoula (December)	Orleans (May)	Washington (August)
Claiborne (September)	Ouachita (December)	Webster (September)
Concordia (December)	Plaquemines (April)	W. Baton Rouge (July)
DeSoto (September)	Pointe Coupee (July)	West Carroll (December)
E. Baton Rouge (January)	Rapides (July)	West Feliciana (August)
East Carroll (December)	Red River (September)	Winn (December)
East Feliciana (August)	Richland (December)	
Evangeline (July)	Sabine (September)	
Franklin (December)	St. Bernard (April)	
Grant (December)	St. Charles (April)	
Iberia (October)	St. Helena (August)	



Office Use Only  
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

### Schedule A- Affidavit of Individual Suitability (Page 1 of 3)

Business Information

A Schedule A must be executed by each manager, each owner, partner, financial backer, officer, agent, director, stockholder, or member owning more than 5% of the stock or membership interest in the business.

Trade Name of Business (d/b/a name): \_\_\_\_\_

Owner Name of Business (individual/partnership/LLC/corporation): \_\_\_\_\_

Business Phone Number: ( ) - Business Email Address: \_\_\_\_\_

Business Fax Number: ( ) - \_\_\_\_\_

Individual Background Information

NAME (print): \_\_\_\_\_ [for manager, officer, member, etc]  
Last Name First Name Middle Initial

Maiden Name/Aliases/Nickname/Former Legal Names (if any): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Present Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Home/Office Phone Number: ( ) - Cell Phone Number: ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
City/State/Zip

Have you continuously resided in Louisiana for the last (2) years? Yes  NO

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Were you born in the United States? YES  NO   
If "No," enter naturalization number: \_\_\_\_\_

Affiliation with business: \_\_\_\_\_ (job title/position) Percentage of ownership: \_\_\_\_\_

Relationship Status: \_\_\_\_\_

If Married... Name of Spouse: \_\_\_\_\_ Spouse Maiden Name/Aliases (if any): \_\_\_\_\_

Spouse Date of Birth: \_\_\_/\_\_\_/\_\_\_ Spouse Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Spouse Driver's License Number: \_\_\_\_\_



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Schedule A Affidavit Continued (Page 2 of 3)

Qualifications

1. Is the applicant listed also applying for a video poker license issued by Louisiana State Police? YES  NO
2. Do you or your spouse own or hold interest in any other business holding a state **retail** beer and/or liquor permit? If you or your spouse is an officer, member, or partner in another entity that maintains a state alcohol permit, answer "YES" and complete the following questions. If there is more than one business, attach a list disclosing each.  
YES  NO 
  - If "YES," enter permit number: \_\_\_\_\_
  - Trade Name of Business: \_\_\_\_\_
  - Location Address: \_\_\_\_\_
3. Do you or your spouse own or hold interest in any business holding an alcoholic beverage manufacturer/supplier permit? YES  NO 
  - If "YES," enter the name of the business: \_\_\_\_\_
4. Do you or your spouse own or hold interest in any business holding an alcoholic beverage wholesale permit or solicitors permit? YES  NO 
  - If "YES," enter the name of the business: \_\_\_\_\_
5. Is this application being submitted by you to obtain an alcoholic beverage permit in your name for the benefit of any other person? YES  NO 

**\*\*If you answer "YES" to any of the following questions about your criminal history, you (and your spouse) must complete a Schedule F.\*\***
6. Have you or your spouse ever been convicted of violating any state or local alcoholic beverage regulatory statute, rule, or ordinance? YES  NO
7. Have you or your spouse had a license or permit to sell or deal in alcoholic beverages revoked within the last (2) years prior to the filing of this Schedule A? YES  NO
8. Have you or your spouse ever been denied an alcoholic beverage permit? YES  NO
9. Have you or your spouse ever been convicted of a felony? YES  NO 
  - This includes an offense adjudicated under Article 893 or 894, dismissals, pardons, expungements, guilty pleas, and pleas of nolo contendere "no contest."
10. Have you or your spouse ever been convicted of solicitation for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place, or dealing in controlled dangerous substances? YES  NO
11. Have you or your spouse ever been convicted of distributing or possessing with intent to distribute any controlled dangerous substance classified in Schedule I of R.S. 40:964 on any premises holding an alcoholic beverage permit where you held or hold an ownership interest in the business? YES  NO
12. Have you or your spouse been convicted or had a judgment of court rendered against you involving alcoholic beverages by this or any other state, or by the U.S. within the last (2) years? YES  NO
13. Have you or your spouse ever been convicted, in this or in any other state in the U.S., of theft? YES  NO
14. Have you or your spouse ever been convicted, in this or in any other state in the U.S., of any crime involving false statements or declarations? YES  NO
15. Have you or your spouse ever been convicted, in this or in any other state in the U.S., of gambling? YES  NO



Office Use Only  
Permit Class and Number

Louisiana Office of Alcohol and Tobacco Control  
Troy Hebert, Commissioner

*Schedule A Affidavit Continued (Page 3 of 3)*

Sworn Statement

**Affidavit**

I swear that I have read each of the above questions and the answers that I have given are true and correct to the best of my knowledge; and that I meet the qualifications and conditions set out in R.S. 26:80 and 26:280. I consent to this information being shared with Louisiana State Police for video poker licensing purposes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/Type Applicant's Name

Notary

**For NOTARY Use Only**

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

In the parish/county of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

\_\_\_\_\_  
Print Name of Notary Public

# SCHEDULE F ADDENDUM

**Schedule F** – This form must be completed by any applicant who has been convicted of a felony, and seeks lawful issuance of an alcohol beverage permit under the provisions of R.S. 26:80f and/or 26:280f. Applicant attests that the felony was not a crime of violence as defined in R.S. 14:2(13), and that ten (10) or more years have elapsed between the date of application and the successful completion of any sentence, deferred adjudication or period of probation, parole and the final discharge of the defendant. Applicant is required to submit official documentation of such at the time of application.

## IMPORTANT NOTICE

A “**CRIME OF VIOLENCE**” is defined as any of the below-listed crimes.

[R.S. 14.2(13)]

If you have been convicted of **ANY** of the below-listed crimes, you will **NOT** qualify for an alcoholic beverage permit.

## CRIMES OF VIOLENCE

1. Solicitation for Murder
2. First Degree Murder
3. Second Degree Murder
4. Manslaughter
5. Aggravated Battery
6. Second Degree Battery
7. Aggravated Assault
8. Mingling Harmful Substances
9. Aggravated Rape
10. Forcible Rape
11. Simple Rape
12. Sexual Battery
13. Second Degree Sexual Battery
14. Intentional Exposure to AIDS Virus
15. Aggravated Kidnapping
16. Second Degree Kidnapping
17. Simple Kidnapping
18. Aggravated Arson
19. Aggravated Criminal Damage To Property
20. Aggravated Burglary
21. Armed Robbery
22. First Degree Robbery
23. Simple Robbery
24. Purse Snatching
25. Extortion
26. Assault By Drive-by Shooting
27. Aggravated Crime Against Nature
28. Carjacking
29. Illegal Use of Weapons or Dangerous Instrumentalities
30. Terrorism
31. Aggravated Second Degree battery
32. Aggravated assault upon a peace officer with a firearm
33. Aggravated assault with a firearm
34. Armed Robbery; use of firearm; additional penalty
35. Second Degree Robbery
36. Disarming of a peace officer
37. Stalking
38. Second Degree Cruelty to Juveniles
39. Aggravated Flight from an Officer
40. Aggravated Incest
41. Battery of a Police Officer
42. Trafficking of Children for Sexual Purposes
43. Human Trafficking
44. Home Invasion





Bobby Jindal  
Governor

State of Louisiana  
Office of Alcohol and Tobacco Control  
8585 Archives Ave., Suite 220  
P.O. Box 66404 Baton Rouge, LA 70896-6404  
Telephone (225) 925-4041 · Fax (225) 925-3975



### Schedule F

**Application Date** (paperwork initially submitted to this office, Agent etc.):

Owner name of business (individual, partnership, corporation, LLC):	Trade Name of Business:
Type of Applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership (LP)	

### Individual Information:

Name (print/type full legal name)		ID #, State (Driver's License, State ID, etc)		Phone Number (Primary Contact #) (   )   -	
Date of Birth (month, day, & year)	Age	Sex	Social Security Number	Race	

### Charge/Conviction Information: (You must attach a court record of the disposition of each felony charge/conviction)

Enter Type of Felony Conviction and Statute Number:	
Date of Conviction:	Date of Final Discharge:

**I affirm that I have been convicted of felony, which is not considered a crime of violence as defined in R.S. 14:2(13), and that ten of more years have elapsed since the completion of sentence and final discharge. A copy of official documentation attesting this fact is attached hereto.**

Signature: _____	Title: _____
Print/Type your name: _____	
Sworn to and subscribed to me this _____ day of _____, 20	
in the parish/county of _____ State of _____	
Notary Public's Signature: _____	Print Name of Notary Public: _____

**This form is to be completed by applicants that have been convicted of a felony, and seek lawful issuance of an alcohol beverage permit under the provisions of R.S. 26:80F and R.S. 26:280F. Applicant attests that the felony was not a crime of violence as defined in R.S. 14:2 (13) and that ten of more years have elapsed between the date of application and the successful completion of any sentence, deferred adjudication, or period of probation or parole and the final discharge of the defendant. Applicant is required to submit official documentation of pardon, restoration of rights, or official certification that ten years or more have elapsed since successful completion of any sentence, deferred adjudication, or period of probation or parole and the final discharge of the defendant at the time of application.**

**LOCAL SALES TAX CLEARANCE  
OFFICE OF ALCOHOL AND TOBACCO CONTROL  
Important Notice – DO NOT IGNORE**

**You must have a local sales tax clearance to obtain or renew your alcoholic beverage permit. To expedite the licensing process, please contact your local taxing authority to obtain a current sales tax clearance prior to submitting your application or renewal**

		<u>Parish</u>	<u>Tax Authority*</u>		
Acadia	337-783-3664	Iberia	337-365-2341	St. Bernard	504-278-7607 or
Allen	337-639-2145	Iberville	225-687-5200		504-271-2504
Ascension	225-621-2635	Jackson	318-259-5016	St. Charles	985-785-6289
Assumption	985-369-3898	Jefferson	504-363-5710	St. Helena	225-222-4413 ext. 242
Avoyelles	318-253-5982	Jefferson Davis	337-824-2744	St. James	225-258-4500 ext. 4551
Beauregard	337-462-3451	La Salle	318-336-6235	St. John	985-359-6600
Bienville	318-263-9416	Lafayette	318-336-6235	St. Landry	337-942-0238
Bossier	318-741-8549	Lafourche	985-446-4023	St. Martin	337-332-2105 ext. 4953
Caddo	318-865-3312	Lincoln	318-251-8624	St. Mary	985-384-8510
Calcasieu	337-217-4280	Livingston	225-686-3043	St. Tammany	985-726-7777
Caldwell	318-336-6235	Madison	318-574-0834	Tangipahoa	985-748-5229 ext. 404
Cameron	337-775-5111	Morehouse	318-283-5957	Tensas	318-336-6235
Catahoula	318-336-6235	Natchitoches	318-357-8871	Terrebonne	985-876-3734
Claiborne	318-927-3502	Orleans	504-658-1600	Union	318-251-8624
Concordia	318-336-6235	Ouachita	318-329-2220	Vermillion	337-898-5732
De Soto	318-872-3343	Plaquemines	504-297-5620 or	Vernon	337-239-1631
East Baton Rouge	225-389-3084		504-297-5621	Washington	985-839-3434
East Carroll	318-336-6235	Pointe Coupee	225-638-5538	Webster	318-377-8948
East Feliciana	225-683-5420	Rapides	318-445-0296 ext. 3008	W. Baton Rouge	225-336-2408
Evangeline	337-363-3004	Red River	318-932-1817	West Carroll	318-428-2378 ext. 230
Franklin	318-435-9046	Richland	318-728-0043	West Feliciana	225-635-4989
Grant	318-627-2031	Sabine	318-256-6219	Winn	318-628-6936

Each parish taxing authority contact information was found on [www.laota.com](http://www.laota.com) under Jurisdiction List.

\*\*\*\*\*

**Notice:** ATC is unable to issue/renew your permit without a current local sales tax clearance.

**\*Local taxing authority consists of the Sales Tax Administrator, School Board, Ex- Officio Tax Collector, Sheriff’s office, depending on the parish.\***

# Retail Keg Registration

April 5, 2004

The Louisiana Legislature passed Act 191 in the 2003 session, which requires all retailers of keg beer sold for consumption off premise, to maintain certain documentation of those sales for a period of six (6) months. This requirement is found in LRS 26:306. The Office of Alcohol and Tobacco Control has the responsibility for its implementation and enforcement.

Wholesalers have supplied this office a list of their sales records of keg beer to determine retail locations. If you have received this letter and sell keg beer for off premise consumption you will have to maintain certain "new" requirements to be within the scope of LRS 26:306. We will provide you with the proper retail keg registration forms. You may contact ATC Headquarters directly and request the forms from Mrs. Carrie Guillot at (225) 925-4043 or [carrie.guillot@la.gov](mailto:carrie.guillot@la.gov); in either case, they will be emailed to the address you provide. Forms are also provided online.

Updated information with regard to this and other matters will be posted on the ATC website at [www.atc.la.gov](http://www.atc.la.gov), where forms will be available to download in the near future.

**If you do not comply with the enclosed law, you will be jeopardizing your license. Please contact us if you have any questions regarding implementation of retail keg registration forms.**

# DIRECTIONS

## OFFICE OF ALCOHOL & TOBACCO CONTROL HEADQUARTERS

8585 ARCHIVES AVE., STE. 220  
#12 THE BROADWING BLDG.  
BATON ROUGE, LA 70809  
225-925-4041

### From Lafayette:

Take I-10 to Baton Rouge. Once in Baton Rouge, take the **Essen Lane Exit** and turn left onto Essen Lane. Get in the right lane and continue for 6/10 of a mile. As you approach the State Archives Building on the right, turn right onto that street. ATC is located in the second building on the left behind the State Archives Building. ATC is on the **2nd Floor, Suite 220**

### From Hammond via I-12:

Take 1-12 to **Drusilla Lane Exit**, and then turn left. Turn right at the first red light signal, which will be Jefferson Hwy. As you approach Essen Lane, there will be a double turn lane. Get into the far left lane and turn left onto Essen Lane. At the second red light signal, turn left just past the State Archives Bldg. The ATC office building is the next building on the left. The ATC office is on the **2nd Floor, Suite 220**.

### From New Orleans:

Take I-10 West to Baton Rouge. Exit onto **Essen Lane** and turn right. Travel a little less than 6/10 of a mile until you approach the State Archives Building. Turn right there. The ATC office building is the second building on the left. ATC is on the **2nd Floor, Suite 220**.

## OFFICE OF ALCOHOL & TOBACCO CONTROL CENTRAL LOCATION

1638 CRESWELL EXTENSION #3  
OPELOUSAS, LA 70570  
(337) 948-0346

### From Lafayette:

Start out going **northeast** on **US-167/Johnston St.** toward **E Convent St.** Continue to follow **US-167**. Turn **left** onto **US-167 N/SE Evangeline Thwy/US-90 W**. Continue to follow **US-167 N**. Take the **LA-31/Creswell lane** exit, **EXIT 18**. Turn **Right** onto LA-31-SPUR W/Creswell Ln. ATC is 0.1 miles across from Walmart, shared parking lot with the Civic Center.

### From Alexandria:

Start out going **southwest** on **Jackson St./UD-165-BR/LA-1208-3** toward **3rd st.** Turn **left** toward **US-167 S/Opelousas**. Turn **left** onto LA-31-SPUR W/Creswell Ln. ATC is 0.1 miles across from Walmart, shared parking lot with the Civic Center.

### From Lake Charles:

Start out going **west** on **W Clarence St/LA-385/Clarence St** toward **Lake Shore Dr.** Turn right onto **Lake Shore Dr/LA-385 N**. Turn **right** onto **Broad St.** Turn **left** onto **Ryan St.** Turn **right** onto **Belden St.** Merge onto **I-10 E** via the ramp on the **left**. Merge onto **I-49 N/US-167 N** via **EXIT 103B** toward **Opelousas**. Take the **LA-31/Creswell Lane** exit, **EXIT 18**. Turn **left** onto **LA-31 W/LA-31-SPUR W/Creswell Ln.** Turn **Right** onto LA-31-SPUR W/Creswell Ln. ATC is 0.1 miles across from Walmart, shared parking lot with the Civic Center.

## A Note from the Louisiana Office of Alcohol & Tobacco Control

As the agency tasked with regulating alcoholic beverage and tobacco commodities, one of our main goals here at ATC is to promote awareness and understanding throughout the industry of the Alcoholic Beverage and Tobacco Laws and Regulations. As such, we feel that it may be helpful to provide you with a few commonly un-known or misunderstood provisions of law. Did you know...

- Licensed Louisiana retail dealers of alcohol and tobacco products can only purchase their inventory from licensed Louisiana wholesale dealers.
- 6% price mark-up provisions apply to alcohol and tobacco products.
- Permits are issued per location address and only one alcoholic beverage permit can be issued to an address (i.e. you cannot have two classes of permits at one address).
- **Public habitable area** means publicly accessible space, within a structure, which is permanent in nature, is in compliance with applicable building codes, is fully enclosed and climate controlled.
- Employees selling or serving alcoholic beverage and tobacco products must obtain a Responsible Vendor Certification within 45 days of employment.
- Retail dealers are required to maintain alcoholic beverage and tobacco invoices as well as employee records on the licensed premise at all times.
- Managers must be registered and certified by ATC. It is important to supply a Schedule A on all appointed managers.
- ATC is authorized to accept documentation and provide information to anyone registered with a business. As such, it is imperative, for the safety your business information, to maintain current ownership and management records with ATC.
- Smoking is not allowed on any areas of a Class B, C (package stores), or AR premise (restaurant).
- Placing signs provided by wholesalers/suppliers outside your business is prohibited (this also includes utility items such as table umbrellas).
- The sale of single cigarettes is prohibited.

A complete copy of the Alcoholic Beverage and Tobacco laws and regulations can be downloaded from the ATC website at [www.atc.la.gov](http://www.atc.la.gov). We are always happy to assist you with any questions or concerns at (225)925-4041. Additionally, we encourage you to help us promote responsible business practices by reporting violations of the alcoholic beverage and tobacco laws to our complaint line at (225)925-4070.