



**DEPARTMENT OF THE TREASURY**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
8002 FEDERAL OFFICE BUILDING  
550 MAIN STREET  
CINCINNATI, OHIO 45202

5020210

**IMPORTER INFORMATION**

As requested, we are enclosing the necessary forms for your use in applying for a permit to import alcohol products into the United States from a foreign country. **Please be sure to provide an Email address, when you submit your paperwork, for contact purposes. This will enable us to notify you when we receive your application and possibly process your paperwork more quickly.**

TTB Form 5100.24, Application for Basic Permit Under the Federal Alcohol Administration Act, must be completed following the instructions attached to the form.

If the application and/or supporting documents is signed by someone other than those individuals listed in Item 9 on the application, TTB Form 5000.8, Power of Attorney, must be completed.

If an individual listed on the application is a citizen of a foreign country, has lived in a foreign country within the last ten years, or has association with a foreign country, please complete the enclosed Personnel Questionnaire, TTB Form 5000.9.

Importers must submit a contract or letter of intent to import alcoholic beverages signed by a foreign supplier.

A legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application must also be submitted.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you have contacted the State Historic Preservation Officer (see enclosed information).

The alcohol regulations can be found on our web site at [www.ttb.gov/rulesandregulations.htm](http://www.ttb.gov/rulesandregulations.htm). Click on Code of Federal Regulations, Title 27, Part 1 for the basic permit requirements under the FAA and Part 27 for the regulations to import distilled spirits, wines and beer.

Please provide the information requested In Item 15 of the application and daytime telephone number in the event we need to contact you about your application. If you have any questions, please contact this office at 513-684-3337 or 1-877-882-3277.

Enclosures

## NEW IMPORTER APPLICATION CHECKLIST

### TO BE FILED WITH THE NRC IN CINCINNATI, OHIO

- Application for Basic Permit, Form 5100.24
- Signing Authority:  
Power of Attorney, Form 5000.8, if necessary
- Personnel Questionnaire, Form 5000.9 (if applicable)
- Contract or Letter of Intent with Foreign Suppliers
- A legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application
  
- Statement advising that the premises is covered under the National Historical Preservation Act (if applicable)

### TO BE FILED WITH IRS

- Application for Employer Identification Number, Form SS-4