

# LICENSING FORMS INSTRUCTIONS

Failure to follow instructions may delay processing of your application and issuance of your permit/license. Make sure you also read and follow instructions included in each form packet.

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## FORMATS

Forms are available in two formats: *Adobe Acrobat* and *Microsoft Word*.

### Adobe Acrobat (PDF) Format

- Forms in Adobe Acrobat format can only be viewed and printed.
  - You cannot enter or save information in this format.
  - Use this format when you want to print and complete forms by hand or typewriter.
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### Microsoft Word Format

- You can enter and save data in the entry fields.
  - After completing a form, click "*File*," then "*Save as*," and indicate the folder or directory where you want to save the file.
  - Forms selected by packet types in *Word* format must be "*unzipped*."
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## SELECTING FORMS BY PACKET

### To Unzip

**Note:** Forms selected by packet type in Word format must be unzipped. Forms selected individually or in Adobe Acrobat format do not need to be unzipped.

1. Choose the form packet you want and click on the number (file size) in the "*Word*" column to the right.
2. You will be prompted to open or save the files.

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## Opening a Packet

1. Click on “open,” a screen will appear with “*UnZip to Folder*” and the default directory, *c:\TABC\forms\(packet type)*.

**Note:** If you accept this default, remember where it is or write it down. You may also enter your own destination directory.

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2. **To open**, click on the “*Unzip*” button.

- You will get a message stating “*X number of files were unzipped successfully.*”
- Click “*OK*” and when the next screen appears, click on “*Close.*”
- Exit the web site by clicking on the “*X*” button in the top-right corner of the screen.
- To view the forms, go to the directory where you saved the forms. For example, if you chose the default, go to the c: (drive), *TABC* folder, *Forms* folder, then packet type folder.

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3. **To save**, click on the “*Save*” button.

- A “*Save As*” screen will appear.
- In the “*File Name*” window, enter your file destination directory or accept the default showing the packet name.
- Click on “*Save.*”
- You will get the message: “*Download Complete.*”
- Click on “*Open Folder,*” find and click on the file name.
- Follow the instructions on “***Opening a Packet***” above.

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## SELECTING INDIVIDUAL FORMS

You may select forms individually from the list under the heading, “***Licensing (Individual Forms)***.” If you select individual forms, you **must** use the checklist below to ensure required forms are submitted in the correct order. All forms may not be required. To determine which forms are required, refer to the *Instructions for Applicants of an Alcoholic Beverage Permit or License* (links to the booklet are located in the web site forms section).

**Note:** Do not submit blank forms.

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## FORM SEQUENCE

Forms for each packet must be submitted in a specific order.

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### CHECKLIST: SUBMIT FORMS IN THIS ORDER

#### Agent's Packet

- L-104 Application for Agent, Agent's Beer License & Manufacturer's Agents Permit

#### Airline Beverage, Carrier, Industrial Packet

- L-102A Information and Instructions for Airline Beverage, Carrier's, Industrial, etc.
- L-102 Application for Airline Beverage, Carrier's, Industrial, etc.
- L-102PC Partnerships/Corporations
- 2-50.3 Permit Bond
- 2-26.7 Letter of Credit
- 2-37.4 Assignment

#### Nonresident's Application Packet

- L-103 Application for Nonresident Seller's Permit, Nonresident Brewer's Permit, etc.
- L-20.1 Power of Attorney Designating Service Agent
- 2-52.5 Tax Bond

#### Package Store's Application Packet

- L-101-A Application for a Retailer's Permit or License
- L-101-P Partnership
- L-101-C Corporation
- L-101-OP Owner of Property
- L-101-SL Sublessor
- L-101-APP All Applicants
- L-101-RET All Retailers & Private Clubs
- L-100-PAC Package Store Permits
- L-101-E Local Cartage Permits
- L-101-ACK Acknowledgment
- L-101-CTY Certificate of City Secretary
- L-101-CNY Certificate of County Clerk
- L-101-CJ County Judge's Waiver
- L-40.2 Personal History Sheet
- 2-60.2 Conduct Surety Bond
- 2-61.4 Letter of Credit for Conduct Surety Bond Purposes
- 2-62.2 Assignment for Conduct Surety Bond Purposes

## **Private Club's Application Packet**

- L-101-A Application for a Retailer's Permit or License
- L-101-N Private Clubs
- L-101-OP Owner of Property
- L-101-SL Sublessor
- L-101-APP All Applicants
- L-101-RET All Retailers & Private Clubs
- L-101-FB Food and Beverage & Wine and Beer Retailer's Permit for Railway Dining Car
  
- L-101-ACK Acknowledgment
- L-40.2 Personal History Sheet
- 2-60.2 Conduct Surety Bond
- 2-61.4 Letter of Credit for Conduct Surety Bond Purposes
- 2-62.2 Assignment for Conduct Surety Bond Purposes

## **Retailer's Application Packet**

- L-101-A Application for a Retailer's Permit or License
- L-101-P Partnership
- L-101-C Corporation
- L-101-OP Owner of Property
- L-101-SL Sublessor
- L-101-APP All Applicants
- L-101-RET All Retailers & Private Clubs
- L-101-FB Food and Beverage & Wine and Beer Retailer's Permit for Railway Dining Car
  
- L-101-ACK Acknowledgment
- L-101-CTY Certificate of City Secretary
- L-101-CNY Certificate of County Clerk
- L-101-CJ County Judge's Waiver
- L-40.2 Personal History Sheet
- 2-60.2 Conduct Surety Bond
- 2-61.4 Letter of Credit for Conduct Surety Bond Purposes
- 2-62.2 Assignment for Conduct Surety Bond Purposes
- 2-52.5 Tax Bond

## Wholesaler's and Distributor's Application Packet

- L-101-B Application for a Wholesaler/Distributor/Manufacturer Permit of License
- L-101-P Partnership
- L-101-C Corporation
- L-101-OP Owner of Property
- L-101-SL Sublessor
- L-101-APP All Applicants
- L-101-WD Wholesaler'/Distributors/Manufacturers/Storage
- L-101-O Vehicles – O and BJ
- L-101-ACK Acknowledgment
- L-101-CTY Certificate of City Secretary
- L-101-CNY Certificate of County Clerk
- L-101-CJ County Judge's Waiver
- L-40.2 Personal History Sheet
- 2-50.3 Permit Bond
- 2-26.7 Letter of Credit
- 2-37.4 Assignment
- 2-51.3 Liquor Tax Bond
- 2-52.5 Tax Bond