



State of Arizona  
Department of Liquor Licenses and Control

**ELIS: eLicensing Information System  
Training**

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## ELIS: Terminology

ELIS, the new eLicensing Information System being implemented at the Department of Liquor Licenses and Control (DLLC) will introduce new liquor license terminology to those who access it.

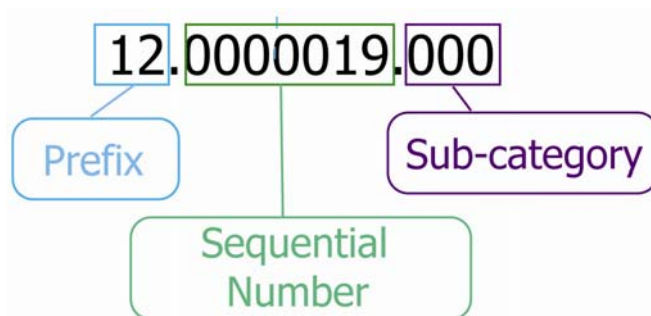
The table below illustrates the current term in the left column, and the equivalent ELIS term in the right column.

Current Term	ELIS Term
Agent/Owner	Contact
License or Permit	Credential
License Number	Credential Number
License Search or Query	Roster (create and download)

**Contact:** Any person or entity that does business with DLLC. This can include all individuals and any companies or organizations.

**Credential:** A credential is a license or permit.

**Credential Number:** A credential number is made up of three parts: prefix, sequential number, and sub-category.



**Credential Prefix:** The credential prefix tells the user what series the credential is related to. For example, any credential with the prefix 07, indicates a series 7 or beer and wine credential. Any credential with a prefix 12, indicates a series 12 or restaurant credential.

**Credential Sequential Number:** The sequential number is simple the sequent in which the license was issued. If, prior to ELIS, you were issued a liquor license, you will find some similarity in the sequential number of your ELIS credential and your original liquor license number.

**Credential Sub-category:** The subcategory can identify several qualities of a credential such as:

*A sub-category indicates the number of times the license has been accessed by the Department of Liquor Licenses and Control to make a change to the credential such as an agent change, a compliance action, a manager change, etc.:*

12.0000019.004

DLLC has made four changes to this credential since it was issued

*A sub-category of IP indicates an Interim Permit has been issued.*

12.0000019.004-IP

This credential has been issued an interim permit

*A sub-category of CON indicates a continuation license (grill bill) has been issued.*

12.0000431.002-CON

This credential has been issued a continuation license or "grill bill" license

**Roster:** A roster is the list of credentials generated during a search by specified criteria. You must generate a roster (create the list of desired credentials) before you can download it to print or copy/paste electronically.

## Complete list of Credential Types in ELIS

Prefix	Sub-Category	Description	Sample Credential Number
01		In-State Producer	01.0029381.000
01	IP	In State Producer Interim Permit	01.8493892.000-IP
02		Out-of-State Producer	02.9182939.000
02	L	Limited Out-of-State Producer	02.9388989.000-L
02	LDFW	Limited Domestic Farm Winery	02.0008495.000-LDFW
03		Domestic Microbrewery	03.0098782.000
03	IP	Domestic Microbrewery Interim Permit	03.9909293.000-IP
04		Wholesale	04.0009389.000
04	IP	Wholesale Interim Permit	04.9294899.000-IP
05		Government	05.0098999.000
05	IP	Government Interim Permit	05.9993009.000-IP
06		Bar (all Spirituous Liquor)	06.0000929.000
06	IP	Bar (all Spirituous Liquor) Interim Permit	06.0009000.000-IP
07		Beer and Wine Bar	07.0000900.000
07	IP	Beer and Wine Bar Interim Permit	07.0909800.000-IP
08		Conveyance	08.0003899.000
08	IP	Conveyance Interim Permit	08.0980000.000-IP
09		Liquor Store	09.0909889.000
09	IP	Liquor Store Interim Permit	09.9879878.000-IP
10		Beer and Wine Store	10.0989000.000
10	IP	Beer and Wine Store Interim Permit	10.0009090.000-IP
11		Hotel-Motel	11.0009009.000
11	CON	Hotel-Motel Continuation	11.009789.000-CON
11	IP	Hotel-Motel Interim Permit	11.2290490.000-IP
11	SNL	Hotel Motel Seasonal	11.9878990.000-SNL
12		Restaurant	12.0980982.000
12	CON	Restaurant Continuation	12.3499899.000-CON
12	IP	Restaurant Interim Permit	12.0438000.000-IP
12	SNL	Restaurant Seasonal	12.8779993.000-SNL
13		Domestic Farm Winery	13.0098898.000
13	IP	Domestic Farm Winery Interim Permit	13.9990900.000-IP
14		Club	14.00090900.000
14	IP	Club Interim Permit	14.99980000.000-IP
15		Special Event	15.98000900.000
16		Wine Festival/ Wine Fair	16.08354920.000
17		Direct Shipment License	17.2346234.000
AGT		Agent	AGT.99090000
CO	OP	Co-Op	CO.9097909.000-OP
MGR		Manager	MGR.09830000

## *ELIS: Renewal Dates*

With the implementation of ELIS, renewal dates will change for the majority of Arizona liquor licenses. Beginning Tuesday, June 1, 2010 credentials will renew annually in the month the license was issued. For example, if your license was issued on June 12, 2005, the new renewal deadline will be the last day of June in 2010 and each year thereafter.

To ensure that all credentials adjust to the new renewal schedule, the next renewal notice you receive will reflect a pro-rated renewal fee. Fees will be calculated for you and sent to you in a courtesy reminder notice. Renewal notices will continue to be posted on the website ([www.azliquor.gov](http://www.azliquor.gov)) in the month the renewal is due.

The pro-rated fee calculated in the courtesy reminder notice will include 1/12<sup>th</sup> of the annual renewal fee for the credential type for each month which occurred between your last renewal date and the month in which your credential was issued. For example:

<b>If your last renewal occurred in the month of</b>	<b>And your license was issued in the month of</b>	<b>Your renewal application and fee will be due on the last day of month of</b>	<b>The pro-rated fee calculated for you to put you back on a 1-year cycle will include</b>
December 2009	February	February 2011	14 months
March 2010	February	February 2011	11 months
June 2010	February	February 2011	8 months

## ELIS: Conduct A License Search

On the DLLC website (<http://www.azliquor.gov/>) left-hand navigation bar, find the "License Search" tab. Fill in the field by using the dropdown box or typing in the information for your search.

You may conduct a search for one or more credentials by:

Credential status

Credential type (prefix)

Liquor license number prior to June 1, 2010 (sequential number)

Special status (sub-category)

The screenshot shows the "License Lookup Search Criteria" form on the DLLC website. The form includes the following fields and controls:

- License Status:** A dropdown menu.
- License Number:** A dropdown menu followed by a text input field and another dropdown menu.
- Business Name/DBA:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- City:** A text input field.
- Address:** A text input field.
- County:** A dropdown menu.
- State:** A dropdown menu.
- Run Search** and **Clear Search** buttons.

Colored arrows point from text labels to specific fields in the form:

- Red arrow: License Status
- Blue arrow: License Number dropdown
- Green arrow: License Number text input
- Purple arrow: License Number dropdown
- Magenta arrow: City
- Cyan arrow: Address
- Orange arrow: County
- Dark blue arrow: State

City

Licensed premises street address

State

County

# ELIS: Using The Credential Database

- 1) Credential status
- 2) Credential type (prefix),
- 3) Liquor license number prior to June 1, 2010 (sequential number),
- 4) Special status (sub-category),

The screenshot shows the 'License Lookup Search Criteria' form on the DLLC website. The form includes the following fields and controls:

- License Status:** A dropdown menu with a red arrow pointing to it from the first list item.
- License Number:** A dropdown menu followed by a text input field and another dropdown menu, with a blue arrow pointing to the first dropdown from the second list item.
- Business Name/DBA:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- City:** A text input field with a pink arrow pointing to it from the fifth list item.
- Address:** A text input field with a cyan arrow pointing to it from the sixth list item.
- County:** A dropdown menu with an orange arrow pointing to it from the eighth list item.
- State:** A dropdown menu with a blue arrow pointing to it from the seventh list item.
- Buttons:** 'Run Search' and 'Clear Search' buttons.

Additional text on the form includes: 'Switch to Name Search', 'Note: Hover over the field text to display any help', and '\*\* Indicates a value is required.' A 'Change Criteria' button is located at the top left of the search area.

- 5) City,
- 6) Licensed premises street address,
- 7) State,
- 8) County