

ARIZONA DEPARTMENT OF LIQUOR LICENSES AND CONTROL

800 W Washington, 5th Floor

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www.azliquor.gov

(602) 542-5141

LIQUOR LICENSE APPLICATION REQUIREMENTS

The average processing time for an application is 60 to 105 days. Processing delay may become significant if your application is incomplete, in error, or under protest. Applications requiring significant changes will not be accepted. PLEASE BE ADVISED THAT AN APPLICATION DOES NOT GUARANTEE THE ISSUANCE OF A LIQUOR LICENSE.

Prior to the issuance of an Interim Permit or liquor license, all persons who apply must prove Arizona residency and the Arizona Statement of Citizenship and Alien Status for State Benefits must be completed. See residency requirements on page 2.

APPLICATION REQUIREMENTS

(See attached fee form for current fees)

1. Completed Application for Liquor License (Form LIC0100)

Refer to Section One (1) and Two (2) of the application for instructions on which section need to be completed.

2. Completed Questionnaire (Form LIC0101)

3. Completed Fingerprint Card and associated fee.

Fingerprints can be taken by any law enforcement agency or any bona fide private fingerprinting service. The Department of Liquor Licenses and Control (DLLC) or FBI-approved fingerprint cards(s) must be used. You will be required to show picture ID. DLLC does not offer fingerprinting services.

Submit the following number of fingerprint cards for the indicated type of ownership:

Individual

One (1) Fingerprint Card

Partnership

One (1) Fingerprint Card each for partner(s) and agent(s)

Corporation or Limited Liability Co.

One (1) Fingerprint Card for each owner, agent, director, officer, and anyone with ownership of 10 percent or more and/or having a controlling interest.

4. A valid Certificate of Completion, issued within the past five (5) years, for basic and management liquor law training is required with all new applications.
5. The application fee required with your application is non-refundable.

ADDITIONAL REQUIREMENTS BEFORE A LIQUOR LICENSE CAN BE ISSUED

If you are applying for:

Interim Permit (Location Transfer applicants, please see page 2 of these instructions.)

1. Complete Section Five (5) of the Application for Liquor License,
2. Attach current, valid (non-expired) liquor license,
3. If eligible for an Interim Permit, licensee must surrender current, valid license to the Department of Liquor Licenses and Control before issuance of an Interim Permit,
4. Pay Interim Permit fee.

Disabled individuals requiring special accommodations please call (602) 542-9027

PERSON-TO-PERSON TRANSFER

Only applies to Bar Licenses (series 6), Beer and Wine Bar Licenses (series 7), and Liquor Store Licenses (series 9).

1. Complete Section Eleven (11) of the Application for Liquor License,
2. Attach a copy of the Bill of Sale to verify ownership,
2. Submit current valid (non-expired) Liquor License. Transferor must surrender current, valid license to the Department of Liquor Licenses and Control before issuance of an Interim Permit,
3. Pay the Person-to-Person Transfer Fee when ready for issuance.

LOCATION TRANSFER

Only applies to Bar Licenses (series 6), Beer and Wine Bar Licenses (series 7), and Liquor Store Licenses (series 9).

INTERIM PERMITS CANNOT BE GRANTED FOR A LOCATION TRANSFER.

1. Complete Section Twelve (12) of the Application for Liquor License,
2. Submit current, valid (non-expired) liquor license. Transferor must surrender current, valid license to the Department of Liquor Licenses and Control,
3. Pay the Location Transfer fee when ready for issuance.

Hotel/Motel License (Series 11)



Restaurant License (Series 12)

Must submit:
 Acknowledgement of Records requested for Restaurant Audits (A.R.S. § 4-205.02 (E))
 Menu(s)
 Restaurant Operation Plan
 Records Request for Restaurant Audit

CORPORATION OR LIMITED LIABILITY CO. (LLC) REQUIREMENTS

1. Provide Arizona Corporation Commission File # to verify current status of corporation on record,
2. LLCs ONLY provide a copies of the Articles of Incorporation and the Operating Agreement if there is more than one manager or member.

RESIDENCY AND/OR CITIZENSHIP REQUIREMENTS

Applicants listed below are required to prove Arizona residency by completing the Arizona Statement of Citizenship and Alien Status for State Benefits Form.

- a) Liquor license agents,
- b) Individual owners including Joint Tenants With Right of Survivorship (JTWROS), and
- c) Every partner (who is a person) in a partnership including general and limited partners. This does not include corporations that are partners.

The applicants listed above are required to provide a legible copy of :

- a) Birth Certificate or U.S. Passport, or
- b) If another form of citizenship is provided by the applicant, verify its use by referencing the "Evidence showing U.S. citizen or U.S. national status : a. Primary Evidence" on page 3 of the Alien Status Form.

If born outside the United States, the listed applicants must provide one of the following:

- a) Proof of Citizenship or Alien Status
- b) Certificate of Naturalization
- c) U.S. Passport
- d) Permanent Resident Alien Card

BEFORE ISSUANCE

Before you finalize this application, the Department of Liquor Licenses and Control suggests you ensure that the location of your business complies with the necessary licenses or permits required by the local governing body.

Before issuance of a liquor license to an applicant is granted, local governing recommendation for approval must be on file and final fees must be paid. A.R.S. § 44-6852 provides for fees to be charged for all dishonored checks.

Per A.R.S. § 4-201.E., the department must wait fifteen (15) days from the date of local recommendation before issuing the license.

ARIZONA STATE LIQUOR STATUTES AND/OR RULES

It is required that all applicants be familiar with the current Title 4 (Arizona liquor laws and administrative code).