

ONLINE ALCOHOL LICENSE RENEWAL INFORMATION



FREQUENTLY ASKED QUESTIONS



Q. What hours may I complete and submit my alcohol renewal online?

A. You have the convenience of submitting your online renewal **24 hours a day/7 days a week**. Please note that all payments made after 3:00pm EST, will post to your account the following business day.

Q. Who can complete and submit an alcohol renewal application online?

A. The agent and/or owner of the business may complete and submit the online renewal application. You must have the business' City assigned account # and personal identification number (PIN). The Agent's name and the Name and Title of the person completing the online renewal are **REQUIRED** before you select "**CERTIFY**".

Q. Why are you asking me to renew online by November 15 when the deadline is December 31?

A. Renewing online by November 15 allows our Office enough time to review, approve and send a 2016 Alcohol License to your mailing address prior to January 1. Remember, your alcohol license expires annually on December 31.

Q. Can I renew my alcohol license online if the owner or officers, business location, or doing business as (DBA) name has changed?

A. No. Please notify the Atlanta Police Permits Division at (404) 546-4470. If your business has any of the changes noted above. Renewal forms must be consistent with information on file in the License and Permits Unit. Any changes or new information cannot be added to the renewal form. If there are any changes, a new application must be filed with the License and Permits Unit. All incorrect information noted on the renewal should be brought to the attention of the License & Permits Unit located at 3493 Donald Lee Hollowell Pkwy. SW, Atlanta, GA 30331.

Q. Can I renew my alcohol license online if the business has been sold?

A. No. Alcohol licenses are non-transferrable. Please contact the Atlanta Police Permits Division at (404) 546-4470 for instructions.

Please contact the Office of Revenue at (404) 330-6270 to assist with the closure of your Occupation Tax Registration Certificate (General Business License). To close your business, a Final/Close Form will need to be completed.

Q. Can I submit my alcohol license renewal application without remitting payment?

A. No. Payment must accompany online renewals for compliance. Your online renewal will not be complete until payment has been submitted. **You must "CERTIFY" your application before you "Make Payment".** The renewal cannot be processed until payment has been made.

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Q. When I submit my renewal information online, will my information be secure?

A. Yes. When making your internet connection, you will connect through a Secure Socket Layer (SSL) to the Department of Finance-Alcohol License login page.

Q. How do I sign my online renewal?

A. Once you select the **CERTIFY** button this is equivalent to an electronic signature. By selecting this button you attest that the information you entered is valid and you verify the information is true and correct.

Q. Can I save a partially completed online renewal application?

A. No. You must complete the entire online renewal process once you begin. Please ensure you have all required information needed to complete the renewal process before you begin. The following documents must be attached to your online renewal:

- a. Notarized SAVE Affidavit
- b. Notarized E-Verify Affidavit
- c. Georgia Bureau of Investigation Consent Form

Q. Can I change data after I have entered it online?

A. You may change the data entered in certain fields prior to selecting the **ACCEPT** button. However, once you select the **ACCEPT** button, the data is transferred to the Atlanta Police Permits Division. If you have made an error, please immediately contact Atlanta Police Permits Division at (404) 546-4470.

Please note: You must select the **MAKE PAYMENT** button and remit payment, to satisfy the compliance requirement set forth in the City of Atlanta Code of Ordinances.

Q. Do I need to mail a copy of my alcohol renewal application after I electronically submit it?

A. No. You will receive an email confirmation stating that your online renewal application has been received. However, payment in full must be received, before your online renewal application will be processed. Full payment must be received to satisfy the compliance requirements set forth in the City of Atlanta Code of Ordinances.

Q. I need to file an Amendment to a previous return. Can I file an electronic Amendment?

A. No. Amended alcohol renewal returns must be forwarded to:

Atlanta Police Department
License & Permits
Annex Public Safety Building
3493 Donald Lee Hollowell Parkway
Atlanta, Georgia 30331

Q. Will I be assessed penalties and interest, if I file my return late?

A. Yes. You will be assessed penalties and interest, if payment is received after the due date.

KEEP A COPY OF RENEWAL AND PAYMENT DOCUMENTATION FOR YOUR RECORDS