

The Georgia Department of Revenue’s new centralized alcohol application process is designated for retail alcohol initial license registrations and renewals. With this new system, all local and state retail alcohol applications will uniformly be submitted through the Georgia Tax Center (GTC).

The following documentation provides information on registering for a retail alcohol license account (Retail, Consumption on Premises, Special Events, Hotel In-Room) on GTC.

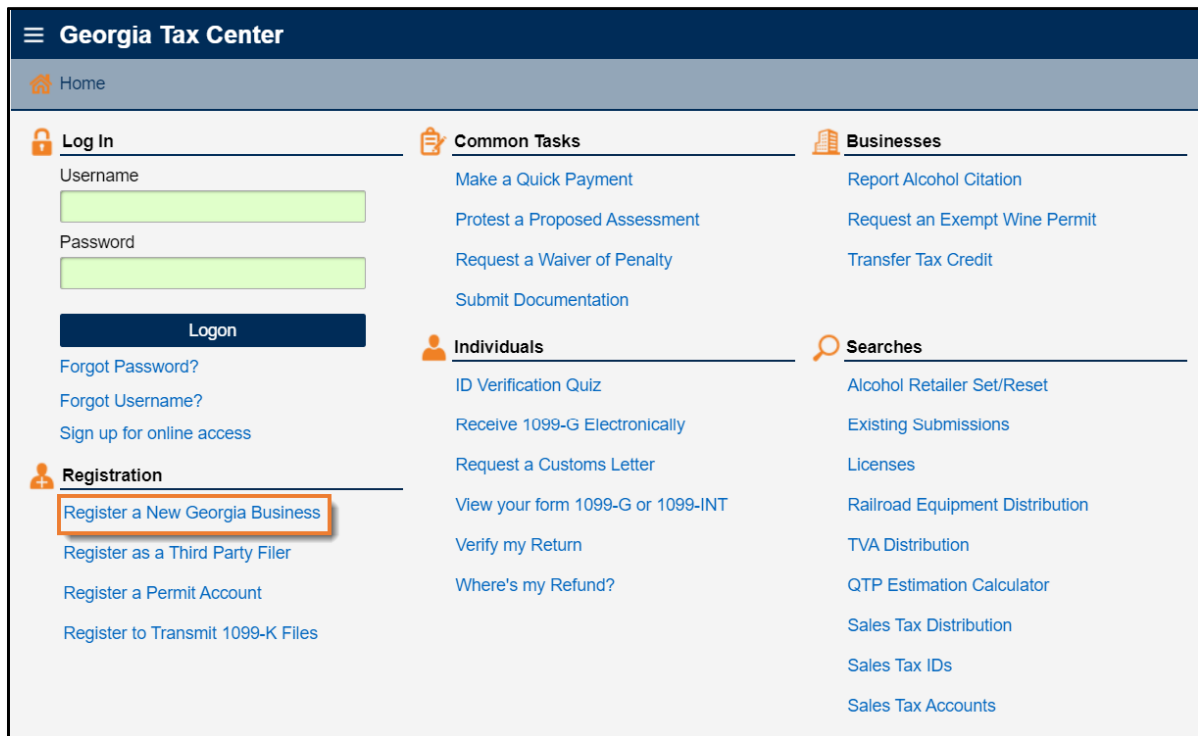
Contents

Register a New Business for a Retail Alcohol License:..... 1

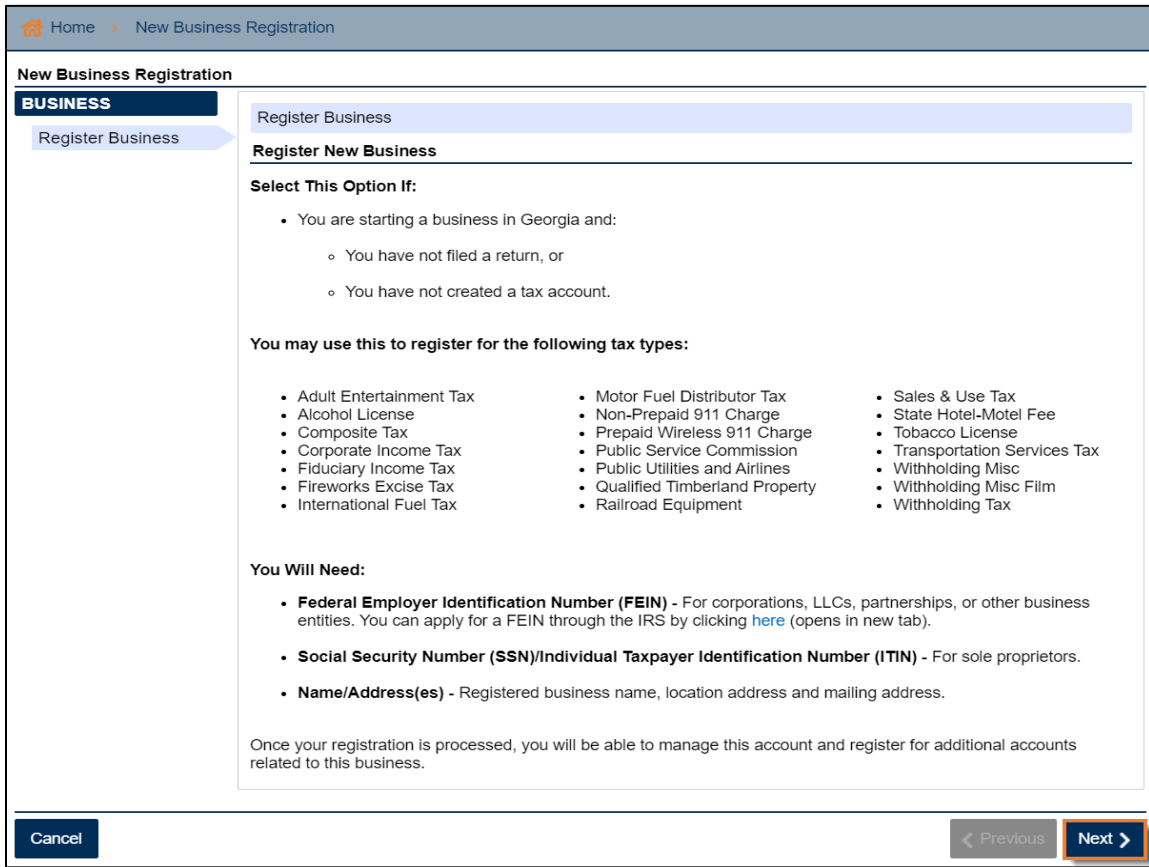
Register an Existing Business for a Retail Alcohol License: 18

Register a New Business for a Retail Alcohol License:

1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and click the **Register a New Georgia Business** hyperlink.



2. Review the information provided on completing the web request. Click the **Next** button.



Home > New Business Registration

New Business Registration

BUSINESS

Register Business

Register Business

Register New Business

Select This Option If:

- You are starting a business in Georgia and:
 - You have not filed a return, or
 - You have not created a tax account.

You may use this to register for the following tax types:

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax
- Withholding Misc
- Withholding Misc Film
- Withholding Tax

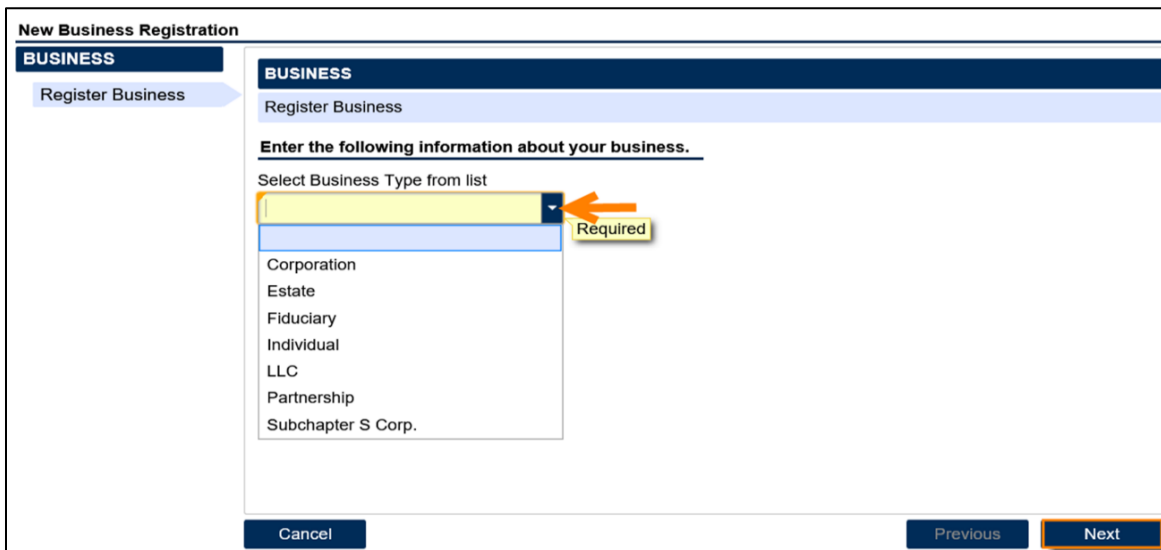
You Will Need:

- Federal Employer Identification Number (FEIN)** - For corporations, LLCs, partnerships, or other business entities. You can apply for a FEIN through the IRS by clicking [here](#) (opens in new tab).
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)** - For sole proprietors.
- Name/Address(es)** - Registered business name, location address and mailing address.

Once your registration is processed, you will be able to manage this account and register for additional accounts related to this business.

Cancel < Previous **Next >**

3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



New Business Registration

BUSINESS

Register Business

Register Business

Enter the following information about your business.

Select Business Type from list

← Required

- Corporation
- Estate
- Fiduciary
- Individual
- LLC
- Partnership
- Subchapter S Corp.

Cancel Previous **Next**

4. Provide the **Business Location Address**.

Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

5. Click the **Verify your address** button to validate the address.

BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

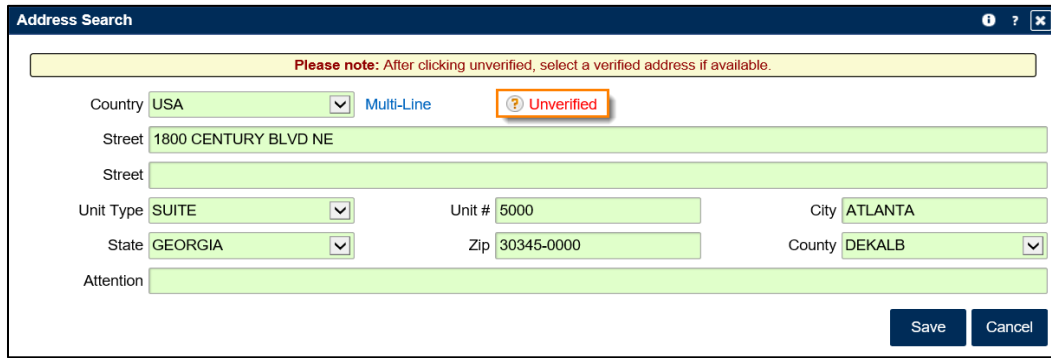
Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.



Address Search

Please note: After clicking unverified, select a verified address if available.

Country: USA Multi-Line **Unverified**

Street: 1800 CENTURY BLVD NE

Street:

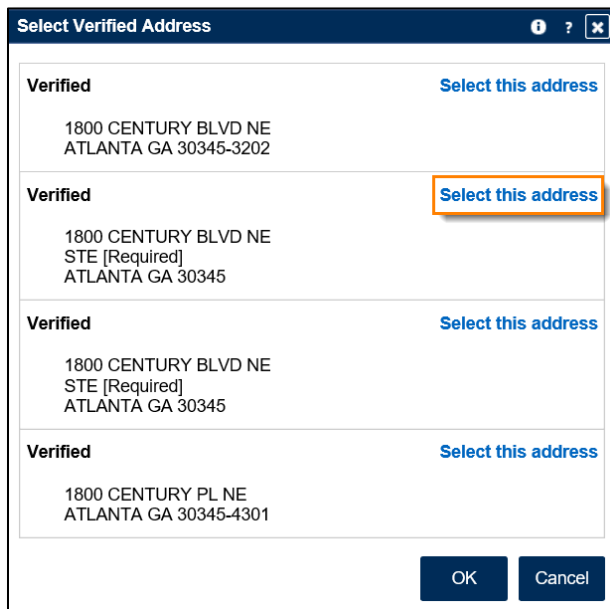
Unit Type: SUITE Unit #: 5000 City: ATLANTA

State: GEORGIA Zip: 30345-0000 County: DEKALB

Attention:

Save Cancel

- Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.



Select Verified Address

Verified [Select this address](#)

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Verified [Select this address](#)

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified [Select this address](#)

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

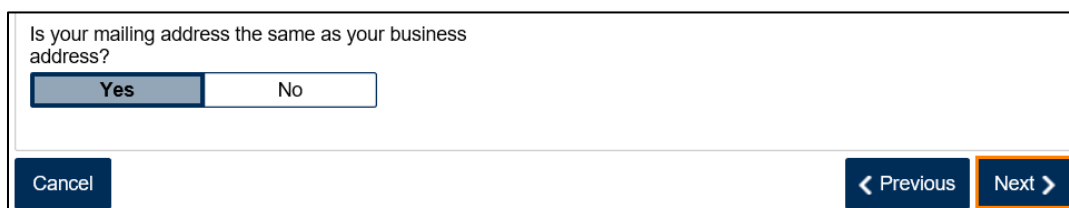
Verified [Select this address](#)

1800 CENTURY PL NE
ATLANTA GA 30345-4301

OK Cancel

- Confirm if your mailing address is the same as your business location address. Click the **Next** button.

NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat steps 5 through 7 to verify the mailing address.



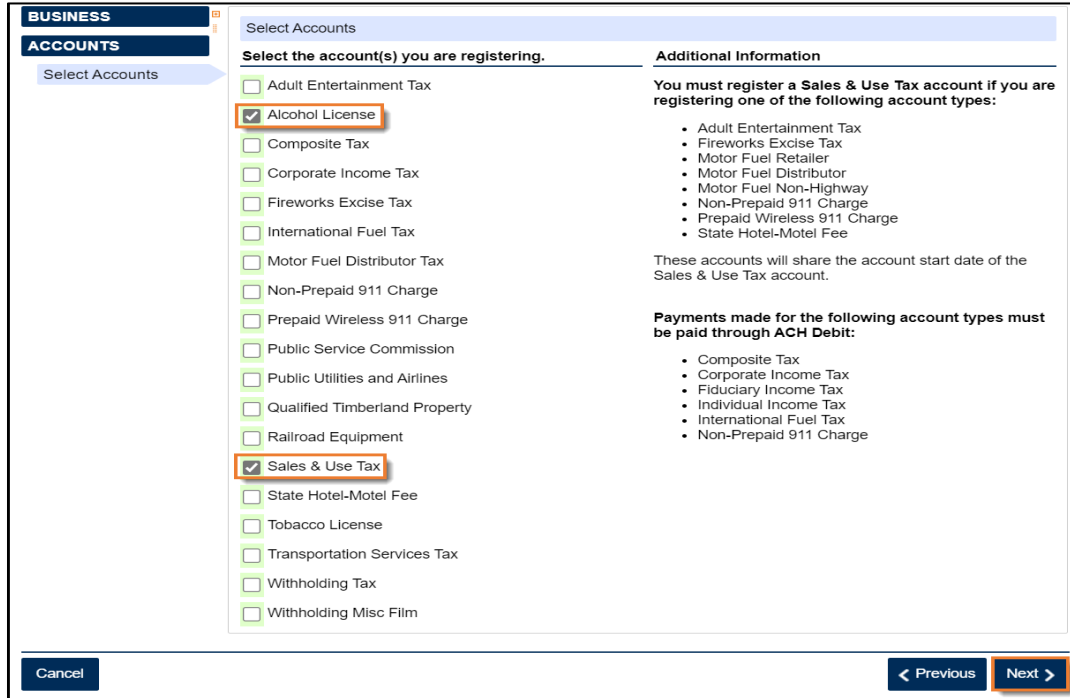
Is your mailing address the same as your business address?

Yes No

Cancel

9. Check the boxes for **Alcohol License** and **Sales & Use Tax**. Click the **Next** button.

NOTE: Sales and Use Tax accounts are not a requirement to apply for special event licenses.



BUSINESS

ACCOUNTS

Select Accounts

Select Accounts

Select the account(s) you are registering.

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax
- Withholding Tax
- Withholding Misc Film

Additional Information

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

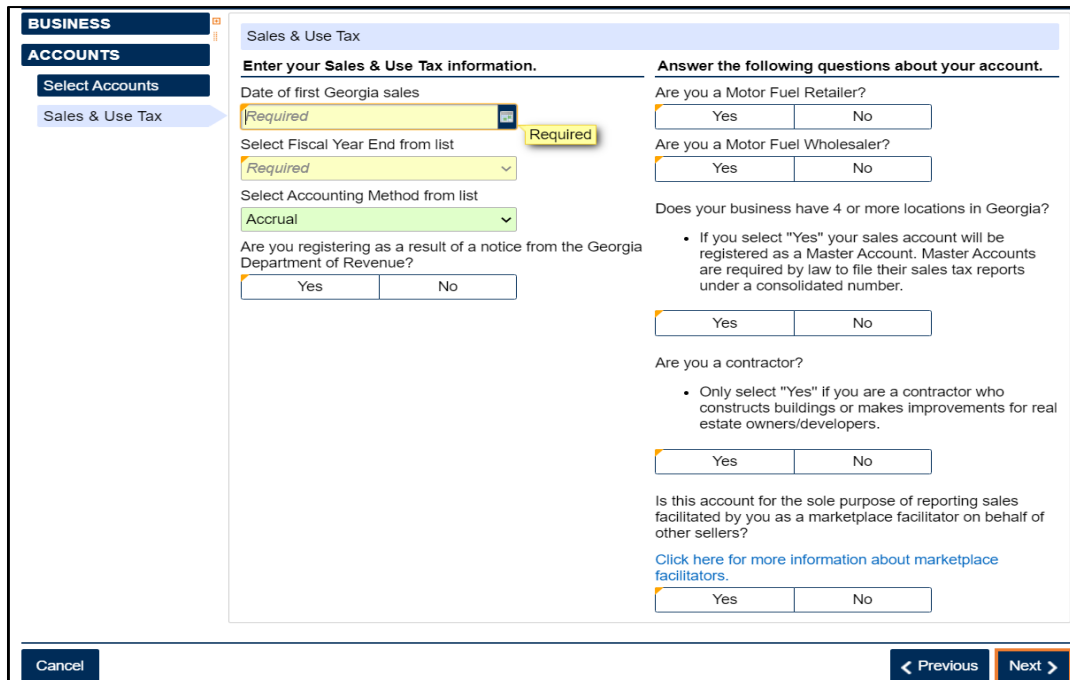
These accounts will share the account start date of the Sales & Use Tax account.

Payments made for the following account types must be paid through ACH Debit:

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel < Previous **Next** >

10. Answer the questions about the Sales & Use Tax account, if applicable. Click the **Next** button.



BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Sales & Use Tax

Enter your Sales & Use Tax information.

Date of first Georgia sales Required

Select Fiscal Year End from list Required

Select Accounting Method from list

Are you registering as a result of a notice from the Georgia Department of Revenue?

Yes No

Answer the following questions about your account.

Are you a Motor Fuel Retailer?

Yes No

Are you a Motor Fuel Wholesaler?

Yes No

Does your business have 4 or more locations in Georgia?

- If you select "Yes" your sales account will be registered as a Master Account. Master Accounts are required by law to file their sales tax reports under a consolidated number.

Yes No

Are you a contractor?

- Only select "Yes" if you are a contractor who constructs buildings or makes improvements for real estate owners/developers.

Yes No

Is this account for the sole purpose of reporting sales facilitated by you as a marketplace facilitator on behalf of other sellers?

[Click here for more information about marketplace facilitators.](#)

Yes No

Cancel < Previous **Next** >

11. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.

- a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, select the License Type from a list.

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
 Yes No

Will you be selling liquor / distilled spirits?
 Yes No Required

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
 Yes No

Select License Type from list
 Required

- b. Review or select the **Alcohol License's sales types**.

Select your Alcohol License's sales types.

Beer
 Yes No

Wine
 Yes No

Liquor / Distilled Spirits
 Yes No

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

- c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier?
 Yes No

Are you in a Regional Economic Assistance Project (REAP)?

- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

Yes No

- d. If applicable, provide the requested **Special Events information**.

Enter your Special Events information.

What day will your event start?

What day will your event end?
Required

- e. Enter your **Local License information**.

Enter your Local License information.

Select Local License Type from list

Select Local License from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction and you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction **and** I am aware of the additional requirements to obtain a local alcohol license.

- f. If requested, provide the **information about arrest history**.

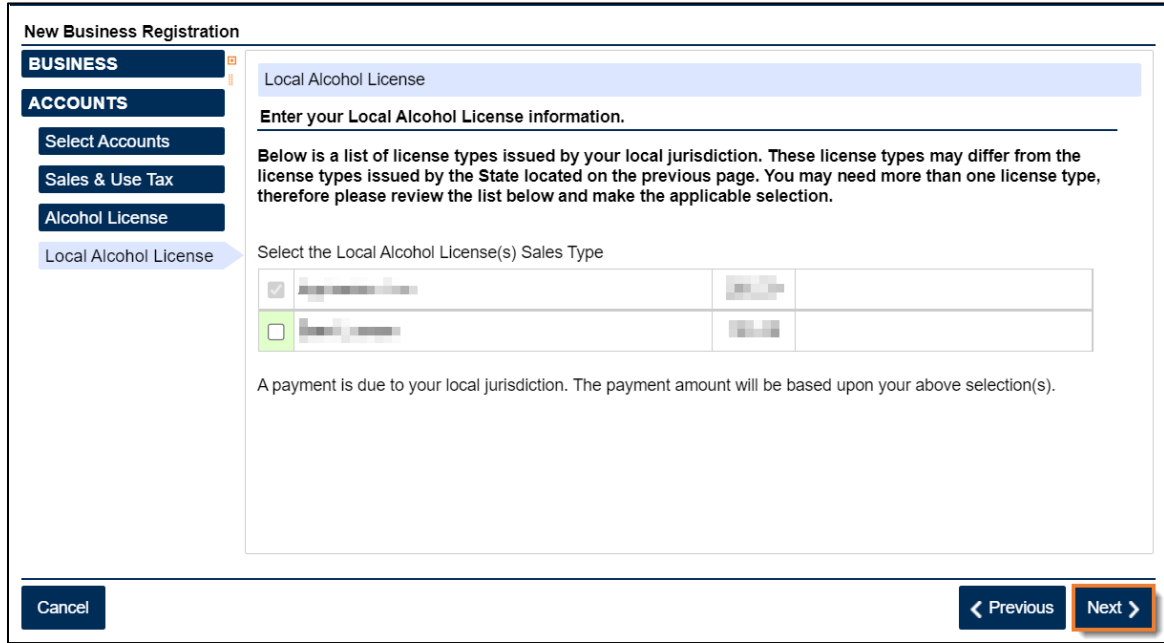
Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

Have you ever been arrested?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

12. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.



New Business Registration

BUSINESS

ACCOUNTS

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License**

Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

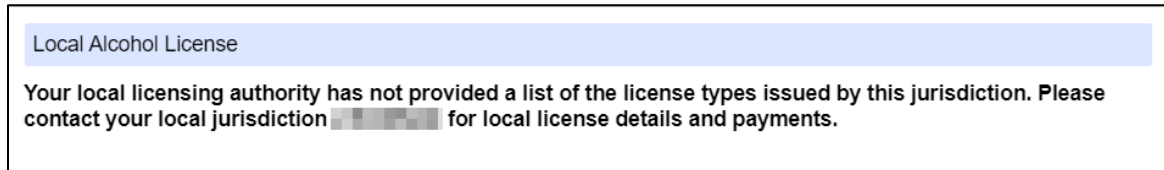
Select the Local Alcohol License(s) Sales Type

<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel Previous **Next**

If your jurisdiction has not provided any information, you will see the following message:

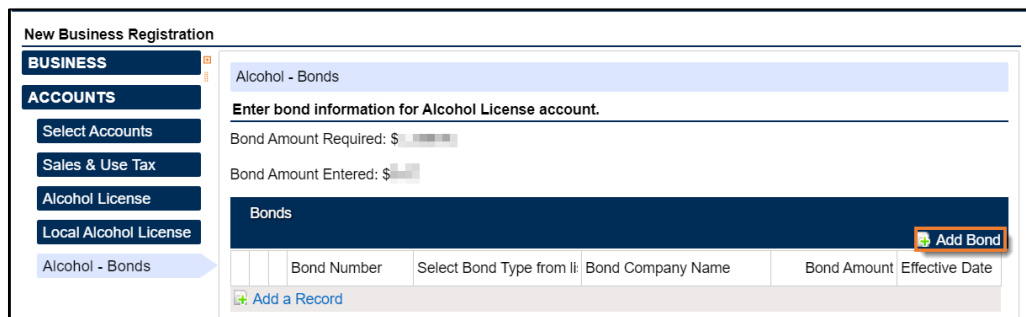


Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction [Redacted] for local license details and payments.

13. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 14 in this section.

- a. Click **Add Bond**.



New Business Registration

BUSINESS

ACCOUNTS

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Bonds**

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required: \$ [Redacted]

Bond Amount Entered: \$ [Redacted]

Bonds **Add Bond**

Bond Number	Select Bond Type from li	Bond Company Name	Bond Amount	Effective Date
Add a Record				

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Bond Amount Entered: \$0.00

Bonds **New Bond**

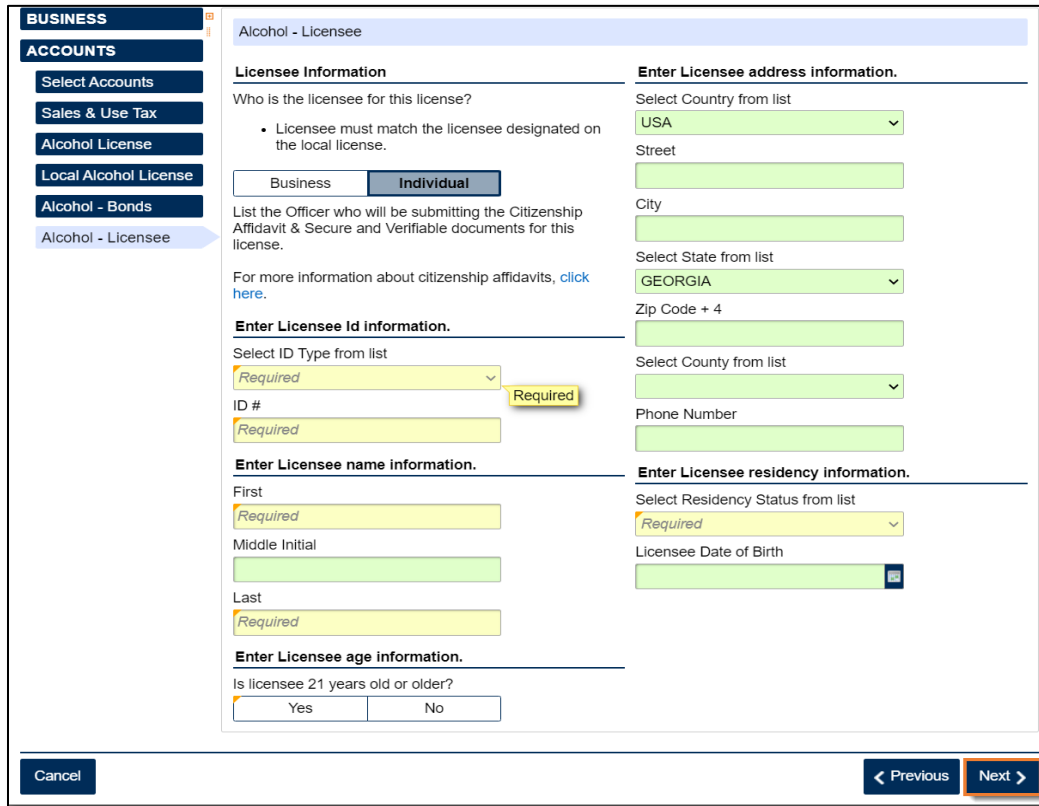
Record 1 Delete Bond Copy row Add Bond

Enter your bond information below.	Enter the bond company's address information.
Select Bond Type from list <i>Required</i> <input type="text"/>	Select Country from list USA <input type="text"/>
Bond Number <i>Required</i> <input type="text"/>	Street <i>Required</i> <input type="text"/>
Bond Certificate Number <input type="text"/>	Street 2 <input type="text"/>
Bond Amount <i>Required</i> <input type="text"/>	Select Unit Type from list <input type="text"/>
Effective Date <i>Required</i> <input type="text"/>	Unit # <input type="text"/>
Cancellation Date <i>Required</i> <input type="text"/>	City <i>Required</i> <input type="text"/>
Bond Company Name <i>Required</i> <input type="text"/>	Select State from list GEORGIA <input type="text"/>
Bond Company Phone Number <i>Required</i> <input type="text"/>	Zip Code +4 <i>Required</i> <input type="text"/>
Bond Company Email <input type="text"/>	Select County from list <i>Required</i> <input type="text"/>
Confirm Bond Company Email <input type="text"/>	Attention <input type="text"/>

Delete Bond Copy row Add Bond

< Previous Next >

14. Complete the **Alcohol - Licensee** screen. Click the **Next** button.



BUSINESS

ACCOUNTS

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Bonds
- Alcohol - Licensee

Alcohol - Licensee

Licensee Information

Who is the licensee for this license?

- Licensee must match the licensee designated on the local license.

Business Individual

List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.

For more information about citizenship affidavits, [click here.](#)

Enter Licensee address information.

Select Country from list
USA

Street

City

Select State from list
GEORGIA

Zip Code + 4

Select County from list

Phone Number

Enter Licensee Id information.

Select ID Type from list
Required

ID #
Required

Enter Licensee name information.

First
Required

Middle Initial

Last
Required

Enter Licensee age information.

Is licensee 21 years old or older?
Yes No

Enter Licensee residency information.

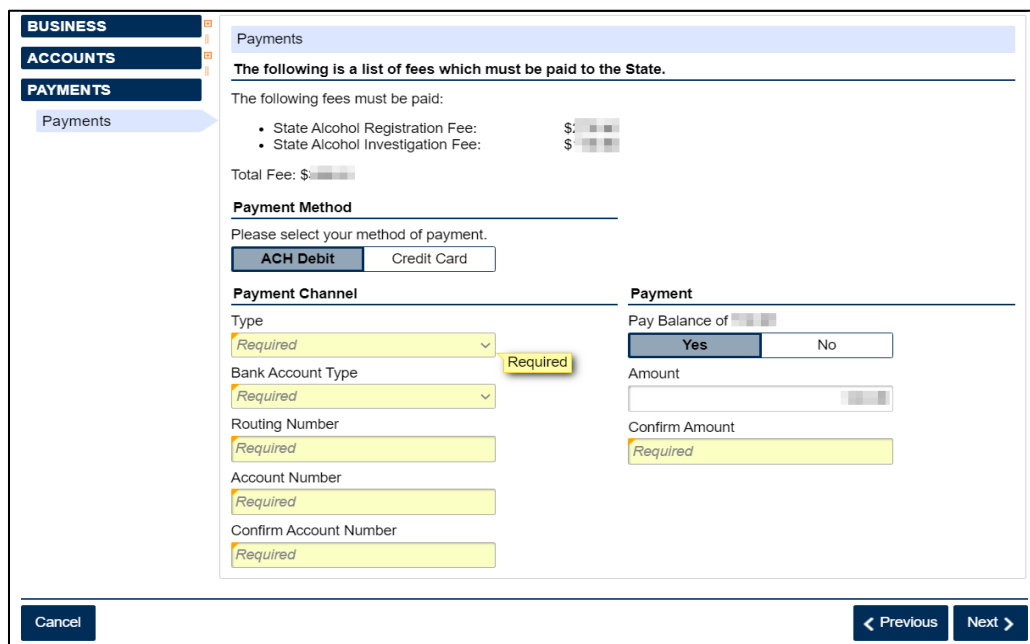
Select Residency Status from list
Required

Licensee Date of Birth

Cancel Previous Next

15. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.



BUSINESS

ACCOUNTS

PAYMENTS

Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee: \$
- State Alcohol Investigation Fee: \$

Total Fee: \$

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Payment Channel

Type
Required

Bank Account Type
Required

Routing Number
Required

Account Number
Required

Confirm Account Number
Required

Payment

Pay Balance of Yes No

Amount

Confirm Amount
Required

Cancel Previous Next

- For Credit Card, review the message provided and click the **Next** button.

Payment Method

Please select your method of payment.

ACH Debit
 Credit Card

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

16. Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding their payments, you will not see this screen.

New Business Registration

- BUSINESS**
- ACCOUNTS**
- PAYMENTS**
- Payments
- Local Payments

Local Payments

The following is a list of fees which must be paid to your local alcohol licensing jurisdiction

The following fees must be paid:

- [Redacted]

Total Fee: \$ [Redacted]

Payment Method

A payment is due to your local licensing jurisdiction. Contact [Redacted] at [Redacted] or visit the link below for details.

Payment In Person

Address: [Redacted]

Payment Online

To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.

Payment Instruction URL: [Redacted]

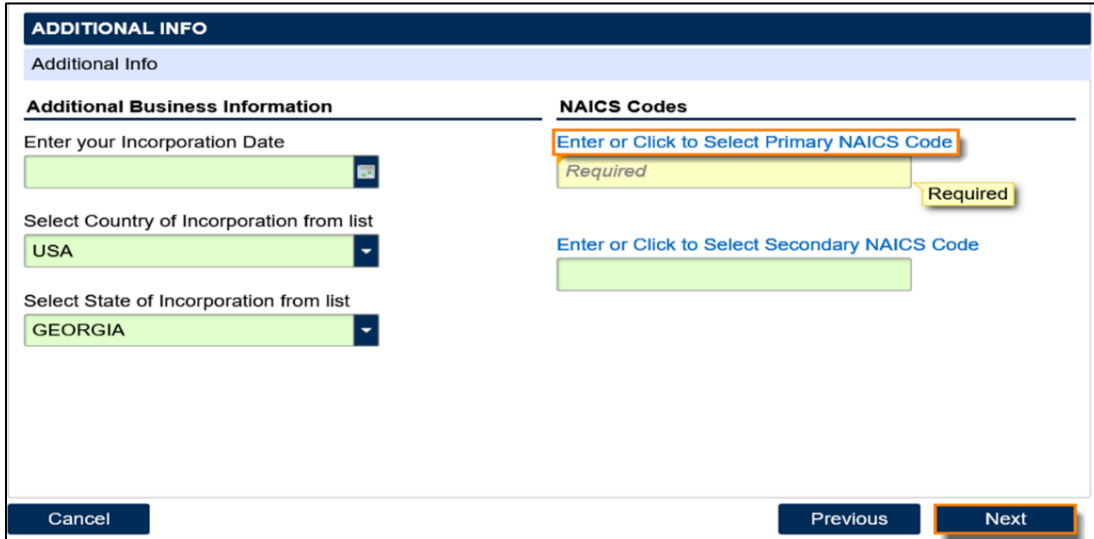
Payment URL: [Redacted]

Disclaimer:
Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites.

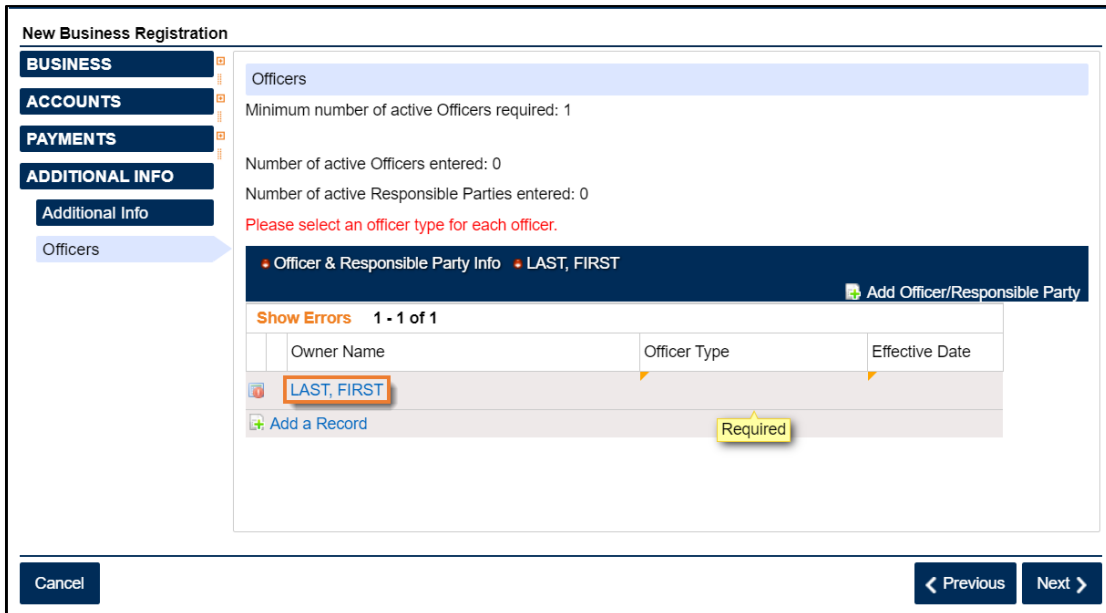
Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

17. Complete the Additional Business Information section. Type your NAICS code(s).

If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword. Click the **Next** button.



18. The alcohol licensee will appear as an officer/responsibility party. Click the hyperlink under the **Owner Name** column to update their information.



19. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.

Officer & Responsible Party Info
LAST, FIRST
New Officer

Record 2
Delete Officer/Responsible Party
Add Officer/Responsible Party

Officer & Responsible Party Info	Officer Address & Phone Number
Is this an Officer, Responsible Party, or both? <input type="text" value="Required"/>	Street <input type="text"/>
Effective Date <input type="text" value="Required"/>	City <input type="text"/>
Cease Date <input type="text"/>	State <input type="text" value="GEORGIA"/>
Officer Name & ID Information Does this officer have a foreign ID #? <input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	Country <input type="text" value="USA"/>
Select ID Type from list <input type="text" value="Required"/>	Zip Code <input type="text"/>
First Name <input type="text" value="Required"/>	County <input type="text"/>
Middle Initial <input type="text"/>	Phone Number <input type="text"/>
Last Name <input type="text" value="Required"/>	

Delete Officer/Responsible Party
Add Officer/Responsible Party

20. Review the list of documentation required for your local jurisdiction. Click the **Next** button.

New Business Registration

- BUSINESS
- ACCOUNTS
- PAYMENTS
- ADDITIONAL INFO
- ATTACHMENTS
- Local Requirements

Local Requirements

Below is a list of additional documents required by your local jurisdiction. Please contact the local jurisdiction to ensure you are submitting all required documents.

Local Documentation

Documentation Name

24. Repeat steps 22 and 23 until all attachments are added. Click the **Next** button.

Attachments Add Attachment		
Type	Name	Size
Image	Image	12 Remove
Image	Image	11 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	14 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	12 Remove

9 Rows

< Previous
Next >

25. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

LOGIN

Create Login

Enter login information

Login Required

Password

Confirm Password

In case you forget your password

Select Secret Question from list

Secret Answer

Confirm Answer

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name

E-mail

Confirm E-mail

Country

Select Phone Type from list

Phone Number

Cancel
Previous
Next

26. Select and provide the information for the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

🔒 **Authentication Options**

Choose your authentication method

Email

Country

Mobile Carrier Required

Mobile Phone

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

27. Review the summary of the request. Click the **Submit** button.

☰ New Business Registration

Home > New Business Registration

Business

Accounts

Payments

Additional Info

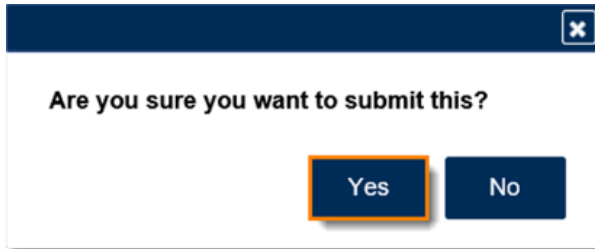
Attachments

Login

New Business Registration

Business Type	: [REDACTED]
Corporation Name	: [REDACTED]
Federal Employer ID #	: [REDACTED]
Account Type	: [REDACTED]
Account Type	: [REDACTED]
Officer Name	: [REDACTED]
State Payment Amount	: [REDACTED]
Login	: [REDACTED]
Local Jurisdiction	: [REDACTED]
Local Payment Amount	: [REDACTED]

28. Click **Yes** to confirm you want to submit the request.



A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make payment to your local jurisdiction, if an in-person payment is required.

Confirmation

Home > New Business Registration > Confirmation

Confirmation

Submission Information

Status	Submitted
Confirmation Number	[Redacted]
E-mail	[Redacted]
Submission Title	New Customer Registration
Submitted	[Redacted]

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is [Redacted].

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)

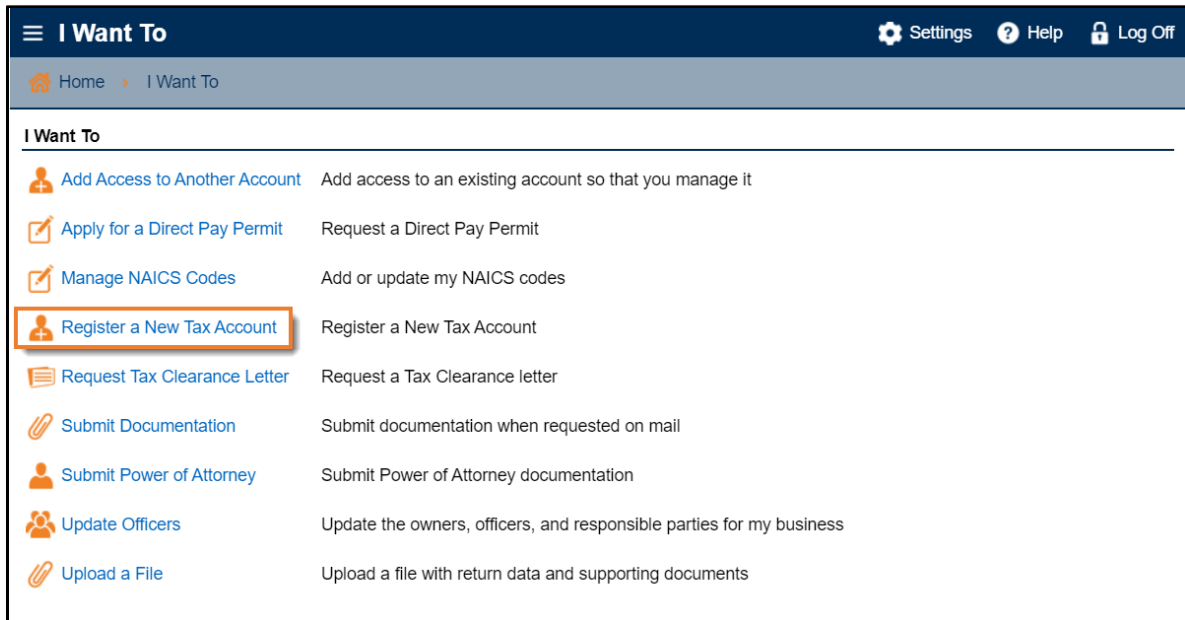
Register an Existing Business for a Retail Alcohol License:

Retail licenses, excluding special event licenses, require a Sales and Use Tax account. You will need to apply for a Sales and Use Tax account first if you do not already have one for the business location ([How to Register a Sales and Use Tax Account Instructional Guide](#)).

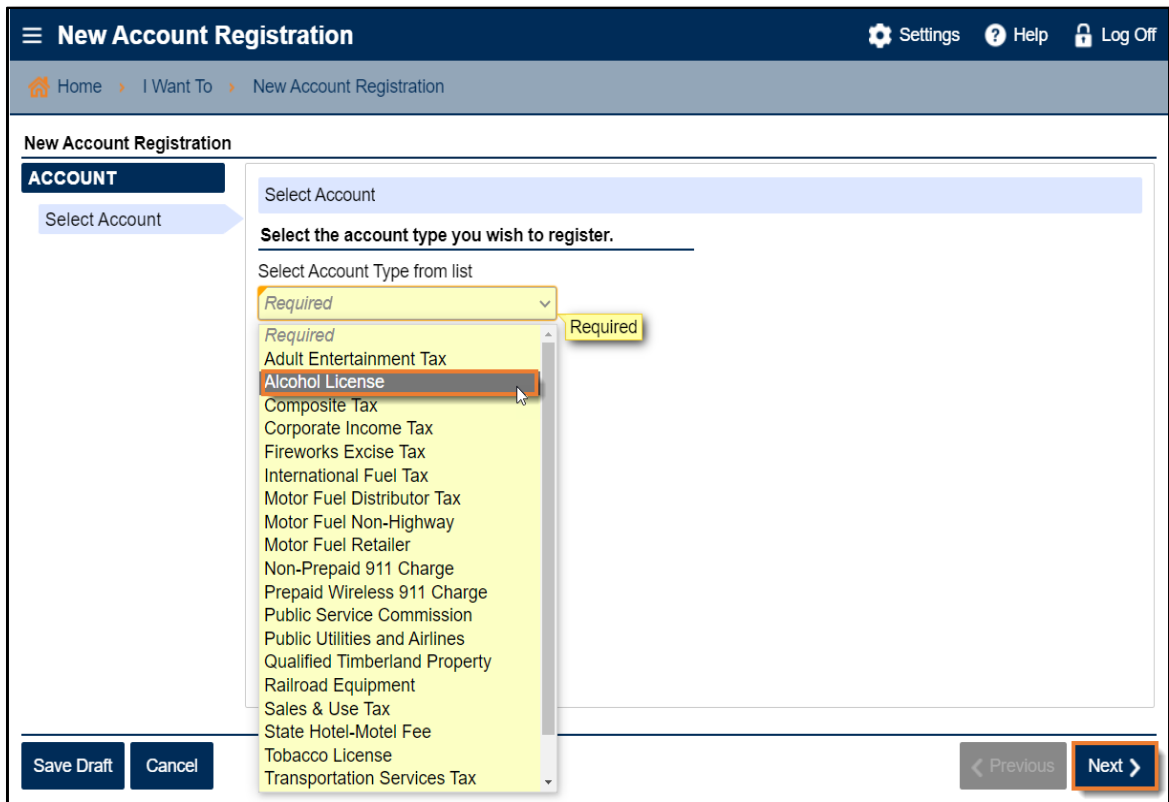
1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your GTC account.
2. Under the **I Want To** section on the Home screen, click the **See more links...** hyperlink.



3. Click the **Register a New Tax Account** hyperlink.



4. Select **Alcohol License** from the drop-down list. If prompted, provide any other requested information. Click the **Next** button.



New Account Registration

Home > I Want To > New Account Registration

ACCOUNT

Select Account

Select the account type you wish to register.

Select Account Type from list

Required

Required

Adult Entertainment Tax

Alcohol License

Composite Tax

Corporate Income Tax

Fireworks Excise Tax

International Fuel Tax

Motor Fuel Distributor Tax

Motor Fuel Non-Highway

Motor Fuel Retailer

Non-Prepaid 911 Charge

Prepaid Wireless 911 Charge

Public Service Commission

Public Utilities and Airlines

Qualified Timberland Property

Railroad Equipment

Sales & Use Tax

State Hotel-Motel Fee

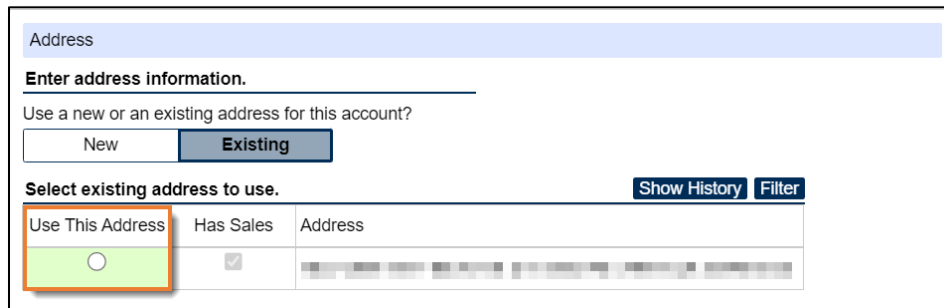
Tobacco License

Transportation Services Tax

Save Draft Cancel

Previous Next

5. Provide the business location address for the alcohol license account.
 - If provided, you can select from an existing address with the applicable Sales and Use Tax account



Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Select existing address to use. Show History Filter

Use This Address	Has Sales	Address
<input type="radio"/>	<input checked="" type="checkbox"/>	[Redacted Address]

- Or you may enter a new address.
 - a. Enter the location address.

Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Enter your location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

- b. Click the **Verify your address** button to validate the address.

Verify your address

Address must be verified before continuing.

- c. Click the red **Unverified** hyperlink on the **Address Search** pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country USA Multi-Line **Unverified**

Street 1800 CENTURY BLVD NE

Street

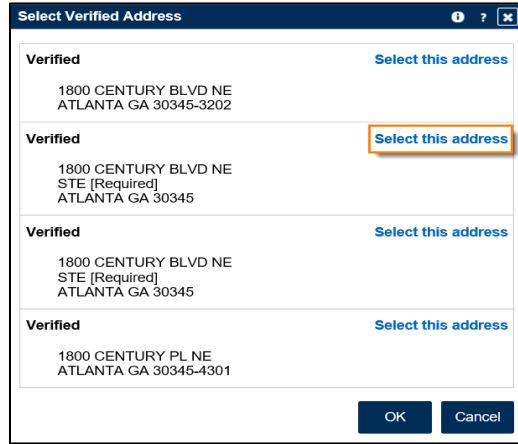
Unit Type SUITE Unit # 5000 City ATLANTA

State GEORGIA Zip 30345-0000 County DEKALB

Attention

Save **Cancel**

- d. Select a verified address by clicking the applicable [Select this address](#) hyperlink if prompted. If a verified address isn't listed, you can select the address you entered.



The screenshot shows a dialog box titled "Select Verified Address" with a close button (X) in the top right corner. It contains four rows of verified addresses, each with a "Select this address" link to its right. The second row's link is highlighted with an orange box. At the bottom of the dialog are "OK" and "Cancel" buttons.

Verified Address	Action
1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Select this address
1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
1800 CENTURY PL NE ATLANTA GA 30345-4301	Select this address

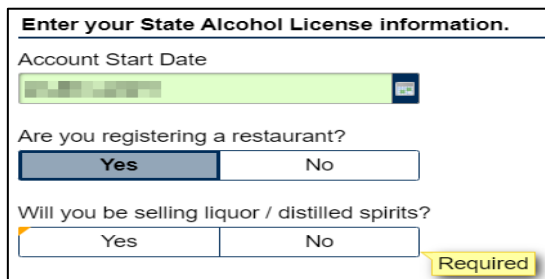
- Or, if provided, you can select from an existing address:
6. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat the instructions under entering a new address to verify the mailing address.

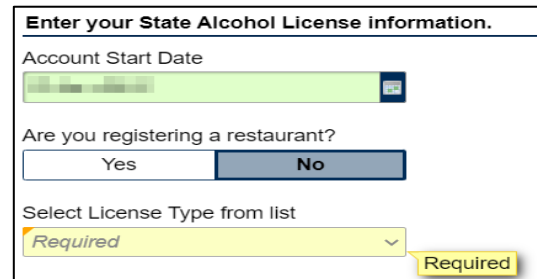


The screenshot shows a dialog box asking "Is your mailing address the same as your business address?". Below the question are two radio buttons: "Yes" (selected) and "No". At the bottom left is a "Cancel" button, and at the bottom right are "Previous" and "Next" buttons, with "Next" highlighted in orange.

7. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.
 - a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, you will be prompted to select the License Type from a list.



This screenshot shows the "Enter your State Alcohol License information" form. It includes a date field for "Account Start Date", a radio button selection for "Are you registering a restaurant?" with "Yes" selected, and another radio button selection for "Will you be selling liquor / distilled spirits?" with "No" selected. A yellow "Required" label is positioned at the bottom right of the form.



This screenshot shows the same "Enter your State Alcohol License information" form, but with "No" selected for "Are you registering a restaurant?". A dropdown menu for "Select License Type from list" is now visible, with "Required" selected. A yellow "Required" label is positioned at the bottom right of the form.

b. Review or select the **Alcohol License’s sales types**.

Select your Alcohol License's sales types.

Beer
 Yes No

Wine
 Yes No

Liquor / Distilled Spirits
 Yes No

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier?
 Yes No

Are you in a Regional Economic Assistance Project (REAP)?

- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

Yes No

d. If applicable, provide the requested **Special Events information**.

Enter your Special Events information.

What day will your event start?

What day will your event end?
 Required

e. Enter your **Local License information**.

Enter your Local License information.

Select Local License Type from list

Select Local License from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction **and** you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction **and** I am aware of the additional requirements to obtain a local alcohol license.

f. If requested, provide the **information about arrest history**.

Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

Have you ever been arrested?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

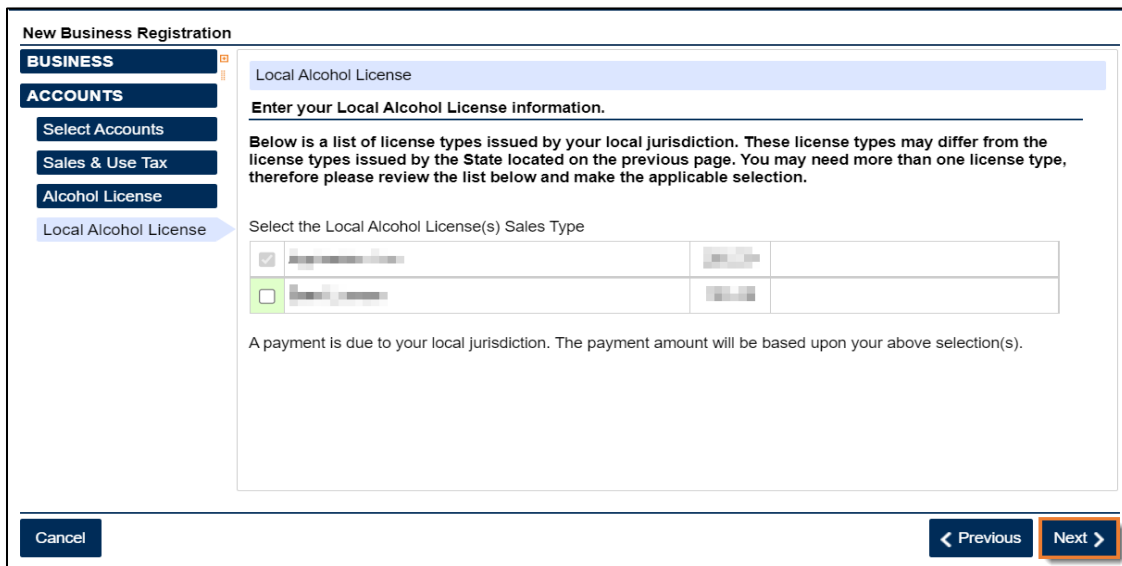
g. Review the **Change of Ownership** section and update if necessary.

Enter Change of Ownership information.

Have you acquired this business in its entirety from another business?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

8. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.



New Business Registration

BUSINESS

ACCOUNTS

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License

Local Alcohol License

Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

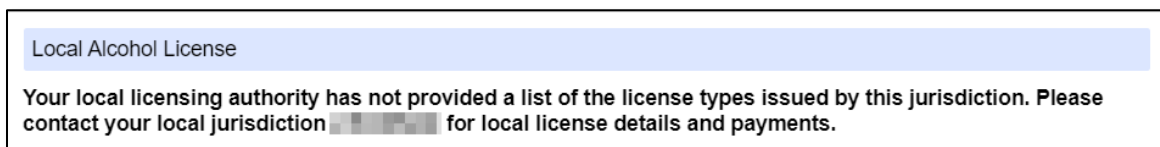
Select the Local Alcohol License(s) Sales Type

<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel < Previous **Next** >

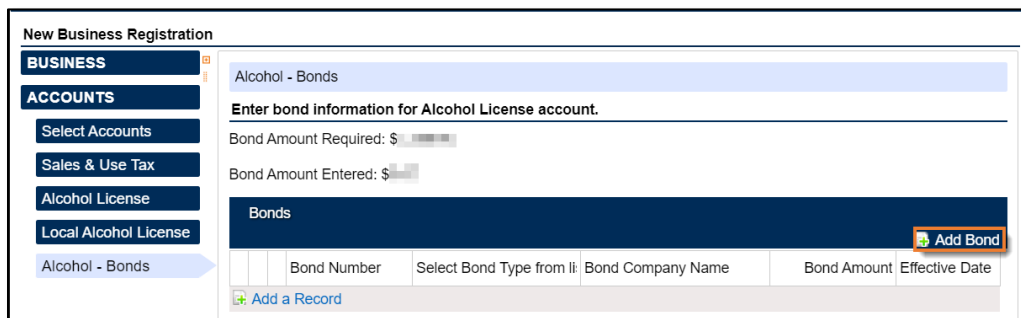
If your jurisdiction has not provided any information, you will see the following message:



Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction [Redacted] for local license details and payments.

9. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 10 in this section.
 - a. Click **Add Bond**.



New Business Registration

BUSINESS

ACCOUNTS

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Bonds

Alcohol - Bonds

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required: \$ [Redacted]

Bond Amount Entered: \$ [Redacted]

Bonds **Add Bond**

Bond Number	Select Bond Type from li	Bond Company Name	Bond Amount	Effective Date
+ Add a Record				

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Bond Amount Entered: \$0.00

Bonds **New Bond**

Record 1 Delete Bond Copy row Add Bond

Enter your bond information below.

Select Bond Type from list
 Required

Bond Number
 Required

Bond Certificate Number

Bond Amount
 Required

Effective Date
 Required

Cancellation Date
 Required

Bond Company Name
 Required

Bond Company Phone Number
 Required

Bond Company Email

Confirm Bond Company Email

Enter the bond company's address information.

Select Country from list

Street
 Required

Street 2

Select Unit Type from list

Unit #

City
 Required

Select State from list

Zip Code +4
 Required

Select County from list
 Required

Attention

Delete Bond Copy row Add Bond

< Previous Next >

10. Provide an alcohol licensee. Click the **Next** button.

- Select from an existing licensee, if available,

New Account Registration

ACCOUNT

Select Account

Address

Alcohol License

Local Alcohol License

Licensee

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

Existing New

Licensees with an expired affidavit document cannot be selected; they must be renewed before they can be selected.

Select licensee to use. Filter

Licensee Name	ID #	Business ID #	Expiration Date	Use this licensee
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

- Or enter the information for a new licensee.

ACCOUNT

Select Account

Address

Alcohol License

Local Alcohol License

Licensee

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

Existing New

Licensee Information

List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.

For more information about citizenship affidavits, [click here.](#)

Enter Licensee Id information.

Select ID Type from list

Required

ID # Required

Enter Licensee name information.

First Required

Middle Initial

Last Required

Enter Licensee age information.

Is licensee 21 years old or older?

Yes No

Enter Licensee address information.

Select Country from list

USA

Street

City

Select State from list

GEORGIA

Zip Code + 4

Select County from list

Phone Number

Enter Licensee residency information.

Select Residency Status from list

Required

Licensee Date of Birth

Save Draft

Cancel

< Previous

Next >

11. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.

BUSINESS

ACCOUNTS

PAYMENTS

Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee: \$:
- State Alcohol Investigation Fee: \$:

Total Fee: \$:

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Payment Channel

Type Required

Bank Account Type Required

Routing Number Required

Account Number Required

Confirm Account Number Required

Payment

Pay Balance of

Yes No

Amount

Confirm Amount Required

Cancel

< Previous

Next >

- For Credit Card, review the message provided and click the **Next** button.

Payment Method

Please select your method of payment.

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

12. Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding payments, you will not see this screen.

New Business Registration

BUSINESS | **ACCOUNTS** | **PAYMENTS**

Payments

Local Payments

Local Payments

Local Payments

The following is a list of fees which must be paid to your local alcohol licensing jurisdiction

The following fees must be paid:

- [Redacted]

Total Fee: \$[Redacted]

Payment Method

A payment is due to your local licensing jurisdiction. Contact [Redacted] at [Redacted] or visit the link below for details.

Payment In Person

Address: [Redacted]

Payment Online

To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.

Payment Instruction URL: [Redacted]

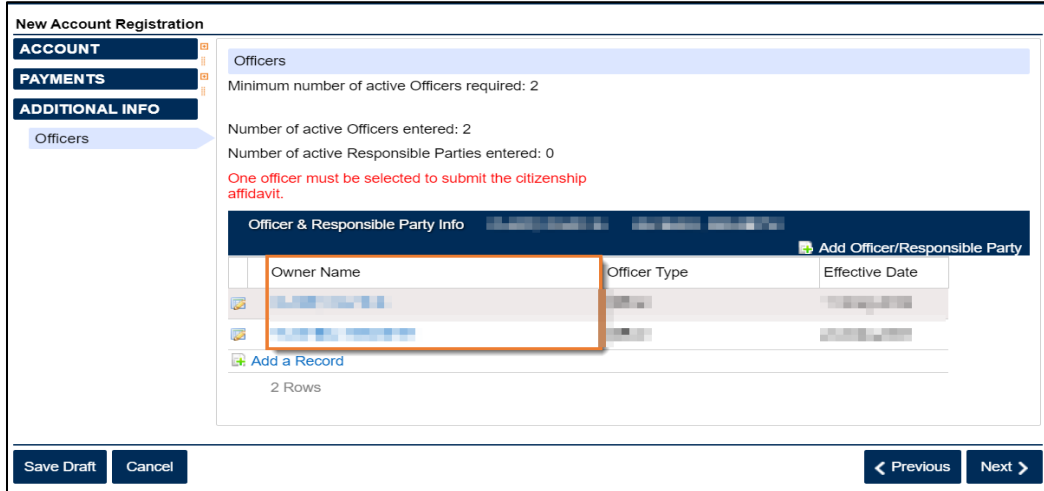
Payment URL: [Redacted]

Disclaimer:

Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites.

Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

13. Officers and responsible parties currently linked to the business will appear. If you provided a new licensee previously on the request, they will also be listed. Click the hyperlink under the **Owner Name** column to review an officer's or responsibility party's information.



New Account Registration

ACCOUNT

PAYMENTS

ADDITIONAL INFO

Officers

Officers

Minimum number of active Officers required: 2

Number of active Officers entered: 2

Number of active Responsible Parties entered: 0

One officer must be selected to submit the citizenship affidavit.

Officer & Responsible Party Info

Add Officer/Responsible Party

Owner Name	Officer Type	Effective Date
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

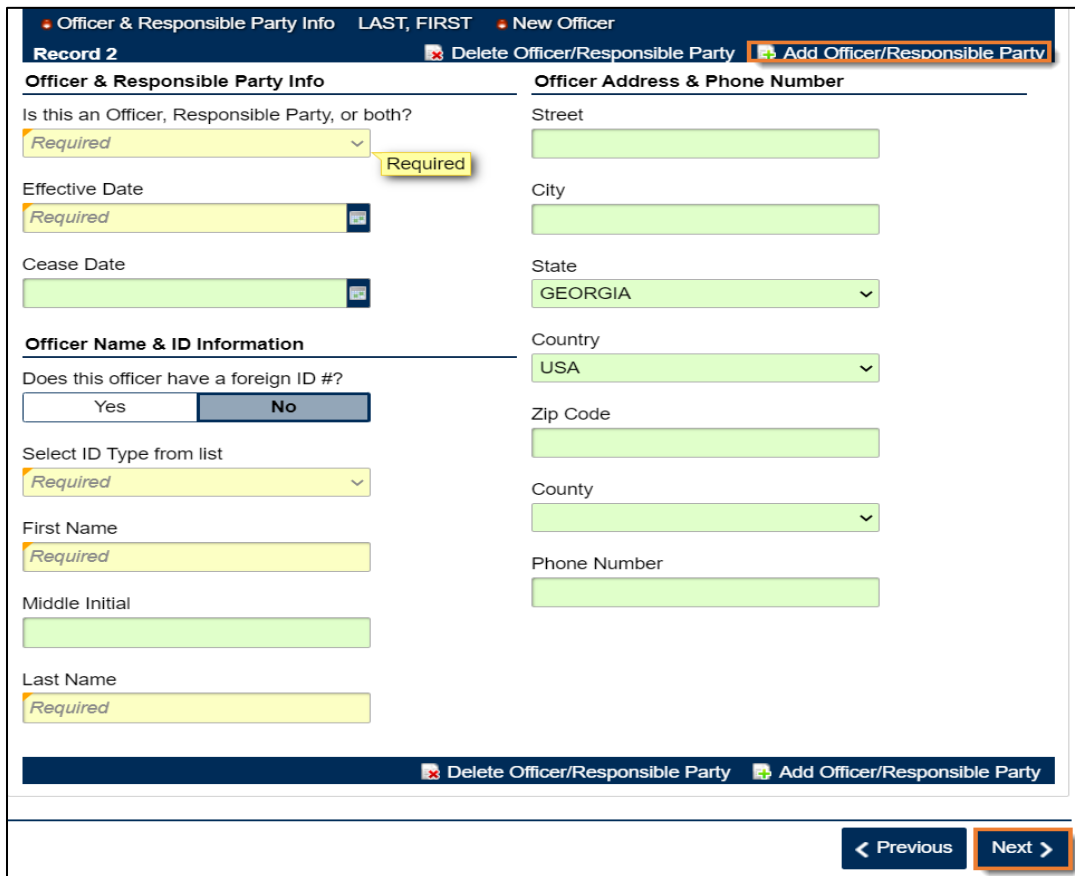
Add a Record

2 Rows

Save Draft Cancel

Previous Next

14. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



Officer & Responsible Party Info LAST, FIRST New Officer

Record 2 Delete Officer/Responsible Party Add Officer/Responsible Party

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?
 Required

Effective Date
 Required

Cease Date

Officer Name & ID Information

Does this officer have a foreign ID #?
 Yes No

Select ID Type from list

First Name

Middle Initial

Last Name

Officer Address & Phone Number

Street

City

State

Country

Zip Code

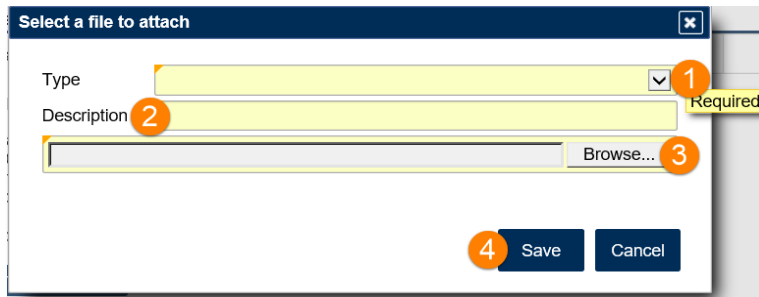
County

Phone Number

Delete Officer/Responsible Party Add Officer/Responsible Party

Previous Next

18. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



19. Repeat steps 17 and 18 until all attachments are added. Click the **Next** button.

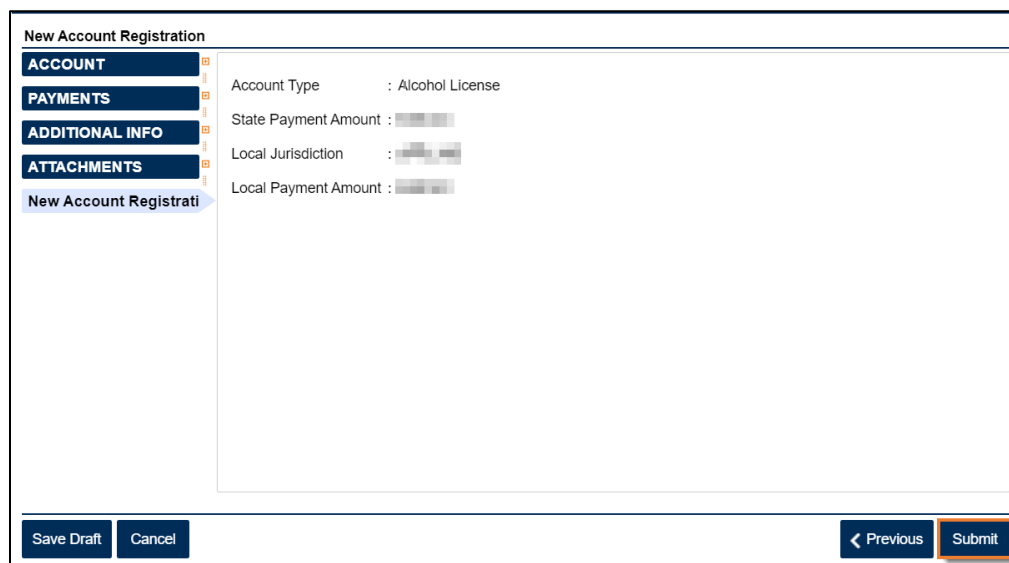


Type	Name	Size	
...	...	12	Remove
...	...	11	Remove
...	...	12	Remove
...	...	12	Remove
...	...	14	Remove
...	...	12	Remove
...	...	12	Remove
...	...	12	Remove
...	...	12	Remove

9 Rows

< Previous Next >

20. Review the summary of the request. Click the **Submit** button.



New Account Registration

- ACCOUNT
- PAYMENTS
- ADDITIONAL INFO
- ATTACHMENTS
- New Account Registrati

Account Type : Alcohol License

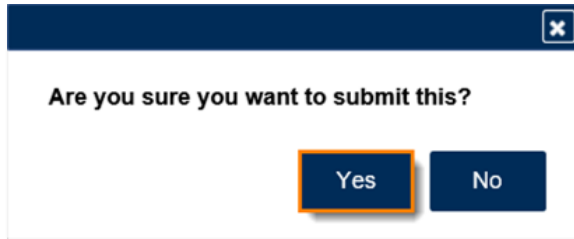
State Payment Amount : [input]

Local Jurisdiction : [input]

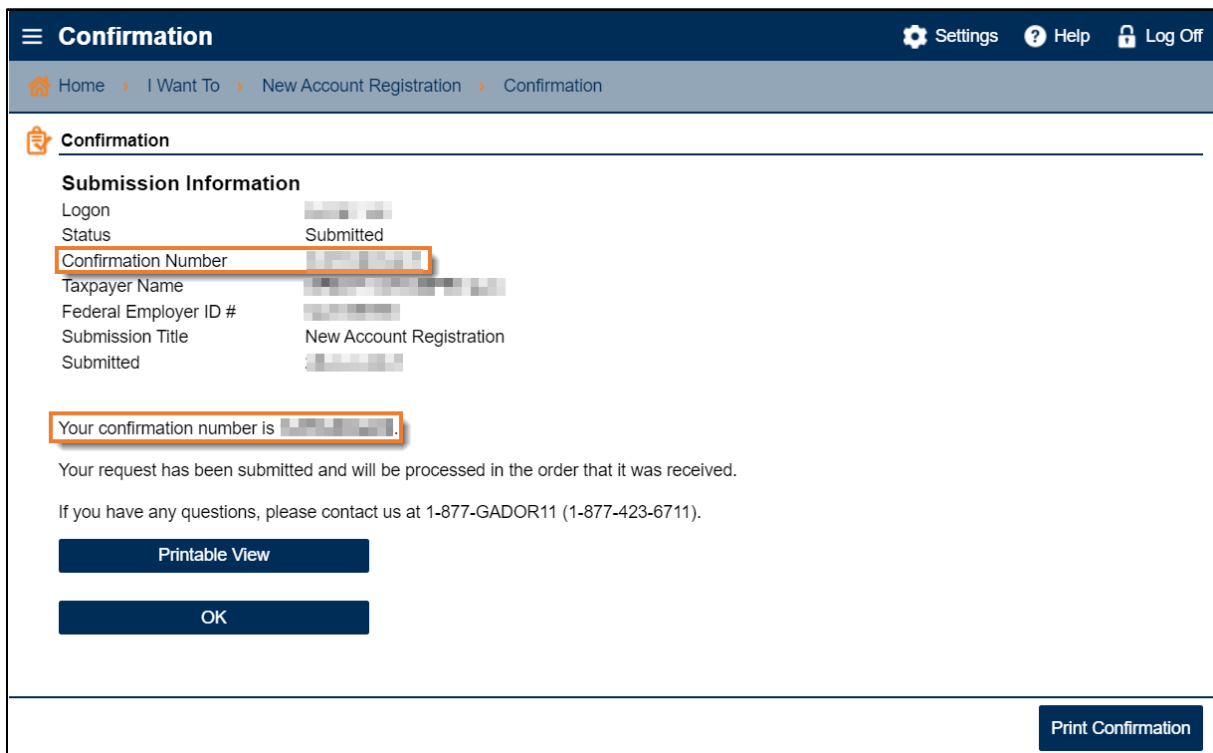
Local Payment Amount : [input]

Save Draft Cancel < Previous Submit

21. Click **Yes** to confirm you want to submit the request.



A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make payment to your local jurisdiction, if an in-person payment is required.

A screenshot of a web application confirmation page. The page has a dark blue header with "Confirmation" and navigation links for Settings, Help, and Log Off. Below the header is a breadcrumb trail: Home > I Want To > New Account Registration > Confirmation. The main content area is titled "Confirmation" and contains a "Submission Information" section with the following details: Logon (blurred), Status (Submitted), Confirmation Number (highlighted with an orange border), Taxpayer Name (blurred), Federal Employer ID # (blurred), Submission Title (New Account Registration), and Submitted (blurred). Below this, a message states "Your confirmation number is [blurred]." followed by "Your request has been submitted and will be processed in the order that it was received." and "If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711)." There are two buttons: "Printable View" and "OK". At the bottom right, there is a "Print Confirmation" button.