



## MEMORANDUM

TO: Robert Klein, Chair  
and Members of the ABC Board

DATE: July 13<sup>th</sup>, 2016

FROM: Cynthia Franklin, Director

RE: Discussion of Policies

The Director is seeking a brief policy discussion with the board on the following four topics. The purpose of the discussion is to bring the board up to date on director decisions and get general guidance from the board regarding issues that have arisen on multiple occasions but which are not directly addressed in statute or regulation. Where indicated, the director is requesting a vote.

- 1) New Forms with Implementation Dates
  - a. At the request of the director, Program Coordinator Sarah Oates has created new permit and licensing forms which cover previously overlooked requirements in some cases ( ex: catering permit form)
  - b. Forms are available on the website and are fillable PDF's. Applicants are encouraged to use the fillable field feature to produce applications that are legible.
  - c. New permit forms were required beginning July 11, 2016.
  - d. The board is requested to approve new license forms to begin on August 1, 2016.
- 2) Permits issues raised regarding application for multiple repeating events at one time
  - i. Wednesdays in the Park
  - ii. Thursdays lounge days
  - iii. Multiple event permits on premises denied a duplicate license
  - iv. Paint & Sip all summer
- 3) Wholesale Licenses in Personal Storage Units
  - a. Revisited board minutes from April meeting indicate support for no wholesale premises in personal storage unit
  - b. Two new applications for just that since April meeting
  - c. Requesting vote if board supports director in denying license on this basis
- 4) Winery statute lacks any rules around consumption or tasting limits- have received many questions on this. Does this matter to the board?



Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.**

## Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

<b>Licensee:</b>					
<b>License Type:</b>		<b>Statutory Reference:</b>			
<b>Doing Business As:</b>					
<b>Premises Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	
<b>Local Governing Body:</b>					
<b>Community Council:</b>					

<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

<b>Designated Licensee:</b>					
<b>Contact Phone:</b>		<b>Business Phone:</b>			
<b>Contact Email:</b>					

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY				
<b>Complete Date:</b>		<b>License Years:</b>		<b>License #:</b>
<b>Board Meeting Date:</b>			<b>Transaction #:</b>	
<b>Issue Date:</b>			<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 2 – Premises Information

Premises to be licensed is:

- an existing facility       a new building       a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

## Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant       affiliate

<b>Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

This individual is an:  applicant       affiliate

<b>Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 4 – Entity Ownership Information

This section must be completed by any **entity**, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:			Agent's Phone:		
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent: Yes    No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

## Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes    No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

## Section 6 – Authorization

Communication with AMCO staff: Yes    No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:



Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that all proposed licensees have been listed with the Division of Corporations.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

As an applicant for a liquor license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 04 and 3 AAC 304, and that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_



Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

### What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04** of **Alaska Statutes** and **Chapter 304** of the **Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.**

## Section 1 – Transferor Information

Enter information for the *current* licensee and licensed establishment.

<b>Licensee:</b>		<b>License #:</b>	
<b>License Type:</b>		<b>Statutory Reference:</b>	
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	
<b>Local Governing Body:</b>			

### Transfer Type:

- Regular transfer
- Transfer with security interest
- Involuntary retransfer

**OFFICE USE ONLY**

<b>Complete Date:</b>		<b>Transaction #:</b>	
<b>Board Meeting Date:</b>		<b>License Years:</b>	
<b>Issue Date:</b>		<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 2 – Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

Licensee:					
Doing Business As:					
Premises Address:					
City:		State:		ZIP:	
Community Council:					

Mailing Address:					
City:		State:		ZIP:	

Designated Licensee:				
Contact Phone:		Business Phone:		
Contact Email:				

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

## Section 3 – Premises Information

Premises to be licensed is:

an existing facility     a new building     a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.





Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

## Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a **corporation**, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a **limited liability organization**, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

## Form AB-01: Transfer License Application

<b>Entity Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

<b>Entity Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

<b>Entity Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

<b>DOC Entity #:</b>		<b>AK Formed Date:</b>		<b>Home State:</b>	
<b>Registered Agent:</b>			<b>Agent's Phone:</b>		
<b>Agent's Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?



Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If “Yes”, disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

## Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If “Yes”, disclose the name of the individual and the reason for this authorization:



Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 8 – Transferor Certifications

**Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.**

I declare under penalty of unsworn falsification that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and to the best of my knowledge and belief find the information on this application to be true, correct, and complete.

\_\_\_\_\_  
Signature of transferor

\_\_\_\_\_  
Printed name of transferor

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of transferor

\_\_\_\_\_  
Printed name of transferor

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_



Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that all proposed licensees have been listed with the Division of Corporations.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

As an applicant for a liquor license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 04 and 3 AAC 304, and that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of transferee

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_



## Alaska Alcoholic Beverage Control Board

# Form AB-02: Premises Diagram

### What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, and consumption. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

**The second page of this form is not required.** Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO's main office before any license application will be considered complete.**

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Alcoholic Beverage Control Board

## Form AB-02: Premises Diagram

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### Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

## What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A **detailed floor plan** of the proposed designated and undesignated areas of the licensed business and a **menu** or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

This form must be completed and submitted to AMCO’s main office before any license application will be considered complete.

## Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:					
License Type:		License Number:			
Doing Business As:					
Premises Address:					
City:		State:		ZIP:	

## Section 2 – Type of Designation Requested

This application is for the request of the following designation(s) (check all that apply):

- Bona fide hotel, restaurant, or eating place: AS 04.11.100, 3 AAC 304.715 – 3 AAC 304.745
- Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- Employment for persons 16 or 17 years of age: AS 04.16.049(c)
- Dining by persons 21+ years of age after standard closing hours: AS 04.16.010(c)

**OFFICE USE ONLY**

Issue Date:		Transaction #:		BRE:	
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Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 3 – Additional Information**

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes  No

If "Yes", describe the entertainment offered or available:

Food and beverage service offered or anticipated is:

table service     buffet service     counter service     other

If "other", describe the manner of food and beverage service offered or anticipated:

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes  No

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes  No



Alaska Alcoholic Beverage Control Board

## Form AB-03: Restaurant Designation Permit Application

### Section 4 – Detailed Floor Plan

Provide a detailed floor plan that clearly indicates the proposed designated and undesignated areas of the licensed business.



Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 5 – Certifications and Approvals**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I have included with this form a detailed floor plan of the proposed designated and undesignated areas of the licensed business.

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

I declare under penalty of perjury that I have examined this form, including all attachments and accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed name of licensee

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Local Government Review** (to be completed by an appropriate local government official):

Approved

Disapproved

\_\_\_\_\_  
Signature of local government official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of local government official

\_\_\_\_\_  
Title



**Alaska Alcoholic Beverage Control Board**

**Form AB-03: Restaurant Designation Permit Application**

**AMCO Enforcement Review:**

\_\_\_\_\_  
Signature of AMCO Enforcement Supervisor

\_\_\_\_\_  
Printed name of AMCO Enforcement Supervisor

**Enforcement Recommendations:**

**AMCO Director Review:**

Approved      Disapproved

\_\_\_\_\_  
Signature of AMCO Director

\_\_\_\_\_  
Printed name of AMCO Director

\_\_\_\_\_  
Date

**Limitations:**



Alaska Alcoholic Beverage Control Board

# Form AB-07: Public Notice Posting Affidavit

## What is this form?

A public notice posting affidavit is required for all liquor license applications. An applicant must give notice of a liquor license application to the public by posting a true copy of the **Form AB-00** (new licenses) or **Form AB-01** (license transfers) for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per AS 04.11.310 and 3 AAC 304.125. The public notice must be given within the 60 days immediately preceding filing of the application.

**This form must be completed and submitted to AMCO's main office before any license application will be considered complete.**

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:					
License Type:					
Doing Business As:					
Premises Address:					
City:		State:		ZIP:	

## Section 2 – Certification

I certify that I have met the public notice requirement set forth under AS 04.11.310 by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Other conspicuous location: \_\_\_\_\_

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed name of licensee

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**Alaska Alcoholic Beverage Control Board**

**Form AB-09: Statement of Financial Interest**

**What is this form?**

A statement of financial interest is required for all liquor license applications, per 3 AAC 304.105(b)(3). A person other than a licensee may not have a direct or indirect financial interest (as defined in AS 04.11.450(f)) in the business for which a liquor license is issued, per AS 04.11.450.

**This form must be completed and submitted to AMCO's main office before any license application will be considered complete.**

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>					
<b>License Type:</b>		<b>EIN:</b>			
<b>Doing Business As:</b>					
<b>Premises Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

**Section 2 – Certifications**

The sole proprietor or entity listed above certifies that no person other than a proposed licensee listed on the liquor license application has a direct or indirect financial interest, as defined in AS 04.11.450(f), in the business for which a liquor license is being applied for.

The sole proprietor or entity listed above additionally certifies that any ownership change shall be reported to the board as required under AS 04.11.040, AS 04.11.045, AS 04.11.050, and AS 04.11.055.

The sole proprietor or entity listed above declares under penalty of perjury that it has examined this form, including all accompanying schedules and statements, and to the best of its knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed name of licensee

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



Alaska Alcoholic Beverage Control Board

# Form AB-14: Licensed Premises Diagram Change

## What is this form?

This licensed premises diagram change form is required for all liquor licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment’s existing licensed premises, under 3 AAC 304.185.

Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, and consumption. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

**The second page of this form is not required.** Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO’s main office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO Director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form for each license.**

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

## Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



**Alaska Alcoholic Beverage Control Board**

**Form AB-14: Licensed Premises Diagram Change**

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Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.





Alaska Alcoholic Beverage Control Board

**Form AB-14: Licensed Premises Diagram Change**

Section 3 – Declarations and Approvals

As a liquor licensee, I declare under penalty of unsworn falsification that I have examined this form, including all attachments, and to the best of my knowledge and belief find the provided information to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

\_\_\_\_\_  
Printed name of licensee

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Local Government Review** (to be completed by an appropriate local government official):

Yes      No

The proposed changes shown on this form conform to all local restrictions and laws.

    

\_\_\_\_\_  
Signature of local government official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of local government official

\_\_\_\_\_  
Title

**AMCO Review:**

Approved      Disapproved

    

\_\_\_\_\_  
Signature of AMCO Enforcement Supervisor

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Printed name of AMCO Enforcement Supervisor

\_\_\_\_\_  
Printed name of Director

\_\_\_\_\_  
Date

**AMCO Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Alaska Alcoholic Beverage Control Board

# Form AB-04: Caterer's Permit Application

### What is this form?

This caterer's permit application form is required for the holder of a **beverage dispensary** license to sell or dispense alcoholic beverages at a convention, picnic, social gathering, sporting event, or similar affair held off the holder's licensed premises. A separate form must be completed for each event. All sections of this form must be completed. The required \$50 caterer's permit fee may be made by credit card, check, or money order.

### PLEASE NOTE:

This form must be completed and submitted to AMCO's main office in-person or to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) at least one business day in advance of the event. Applications submitted after 12:00pm on Fridays for events to be held the following Saturday or Sunday will be denied. Applications that are submitted with inaccurate or incomplete fields will be returned to the applicant in the manner in which it was received, per AS 04.11.230, 3 AAC 304.105, 3 AAC 304.675, and 3 AAC 304.685.

Any event occurring in an outdoor location must have a written security plan attached to this form. This form must be signed by both the current licensee and by the law enforcement agency having jurisdiction over the site of the occasion for which this permit is sought before it is submitted to AMCO staff for review. If the completed application is approved by AMCO, a permit will be issued to the licensee for posting at the event.

## Section 1 – Licensee and Contact Information

Enter information for the business seeking the permit.

<b>Licensee:</b>		<b>License #:</b>			
<b>Doing Business As:</b>					
<b>Premises Address:</b>					
<b>City:</b>		<b>State:</b>	Alaska	<b>ZIP:</b>	

<b>Contact Person:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

### OFFICE USE ONLY

<b>Permit #:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-04: Caterer's Permit Application

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b>	
<b>Event Location:</b>	
<b>Event City:</b>	

<b>Date(s):</b>					
<b>Start Time:</b>	am	pm	<b>End Time:</b>	am	pm

The licensee, or a specified employee or agent of the licensee, must be present on the catered premises during all permit hours, as required by 3 AAC 306.685. Please provide the following information for the licensee, employee, or agent who will be present:

<b>Person Present:</b>	
<b>Title:</b>	

**Location of Event:** Yes    No

1. Is this event going to take place on school or church grounds?    

**If "Yes" to question 1, please attach authorization from the school or church for the service of alcohol during the event at the proposed location.**

2. Are you anticipating, or in the process of applying for a liquor license for the event location?    

3. Is there an existing liquor license of any type and ownership at the event location?    

**If "Yes" to question 3, please provide the following information:**

<b>License Type:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			

**Reason event held on an existing licensed premises:**



**Alaska Alcoholic Beverage Control Board**

**Form AB-04: Caterer's Permit Application**

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**Section 3 – Detailed Premises Diagram**

Clearly indicate the boundaries of the premises and the proposed permitted area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Alaska Alcoholic Beverage Control Board

## Form AB-04: Caterer's Permit Application

### Section 4 – Servers

Enter information for all servers at the event. Additional copies of this page may be included.

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	



Alaska Alcoholic Beverage Control Board

**Form AB-04: Caterer's Permit Application**

Section 5 – Declarations and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I am the current licensee, and that a licensee, employee, or agent will be present at the event during all hours of the permit.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that violation of any of these laws is grounds for suspension or revocation of my beverage dispensary license and/or denial of any future permit applications.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a caterer's permit and holder of a beverage dispensary license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee Executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed name of licensee

**Law Enforcement and AMCO Review:**

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

Approved  Disapproved

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AMCO Investigator/Director

\_\_\_\_\_  
Signature of Program Coordinator

Approved  Disapproved

\_\_\_\_\_  
Printed name of AMCO Investigator/Director

\_\_\_\_\_  
Printed name of Program Coordinator

\_\_\_\_\_  
Date

**AMCO Comments:**



Alaska Alcoholic Beverage Control Board

# Form AB-05: Special Events Permit Application

### What is this form?

This special events permit application form is required for a **nonprofit** fraternal, civic, or patriotic organization (active for a period of at least two years before application and **incorporated under AS 10.20**) to sell or dispense beer or wine for a specific occasion. A separate form must be completed for each event. All sections of this form must be completed. This form must be signed by the president and secretary of the organization, and by the law enforcement agency having jurisdiction over the site of the occasion for which this permit is sought before it is submitted to AMCO staff for review. The required fee of \$50 per day may be made by credit card, check, or money order.

### PLEASE NOTE:

This form must be completed and submitted to AMCO's main office in-person or to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) at least ten days in advance of the event. Your corporation must be in good standing with the Alaska Division of Corporations in order to qualify. No more than five special events permits may be granted to an organization, including its auxiliary, in any one calendar year. Applications that are submitted with inaccurate or incomplete fields will be returned to the applicant, per AS 04.11.240, 3 AAC 304.105, and 3 AAC 304.675.

Any event occurring in an outdoor location must have a written security plan attached to this form.

If the completed application is approved by AMCO, a permit will be issued to the applicant for posting at the event.

## Section 1 – Nonprofit and Contact Information

Enter information for the organization seeking the permit.

<b>Nonprofit Corporation:</b>					
<b>Alaska Entity #:</b>		<b>AK Formed Date:</b>			
<b>Business Address:</b>					
<b>City:</b>		<b>State:</b>	Alaska	<b>ZIP:</b>	

<b>Contact Person:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

OFFICE USE ONLY			
<b>Permit #:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>Fee Amount:</b>	
<b>Permits Granted:</b>	of 5 this calendar year	<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-05: Special Events Permit Application

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b>	
<b>Event Location:</b>	
<b>Event City:</b>	

<b>Date(s):</b>					
<b>Start Time:</b>	am	pm	<b>End Time:</b>	am	pm

**Location of Event:** Yes    No

1. Is this event going to take place on school or church grounds?

  

If "Yes" to question 1, please attach authorization from the school or church for the service of alcohol during the event at the proposed location.

2. Is there an existing liquor license of any type at the event location?

  

If "Yes" to question 3, please provide the following information:

<b>License Type:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			

Reason event held on an existing licensed premises:





**Alaska Alcoholic Beverage Control Board**

**Form AB-05: Special Events Permit Application**

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**Section 3 – Detailed Premises Diagram**

Clearly indicate the boundaries of the premises and the proposed permitted area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Alaska Alcoholic Beverage Control Board

# Form AB-05: Special Events Permit Application

## Section 4 – Servers

Enter information for all servers at the event. Additional copies of this page may be included.

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>



Alaska Alcoholic Beverage Control Board

**Form AB-05: Special Events Permit Application**

Section 5 – Declarations and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all profits derived from the sale of beer or wine are paid to the organization and not to an individual.

I have attached a certified copy of the resolution of the board of directors authorizing this application.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a special events permit, I declare under penalty of perjury that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of president of organization

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

\_\_\_\_\_  
Printed name of president of organization

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of secretary of organization

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

\_\_\_\_\_  
Printed name of secretary of organization

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Law Enforcement and AMCO Review:**

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

Approved

Disapproved

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
Signature of AMCO Investigator/Director

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
Printed name of AMCO Investigator/Director

\_\_\_\_\_  
Printed name of Program Coordinator

\_\_\_\_\_  
Date

**AMCO Comments:**



**Alaska Alcoholic Beverage Control Board**

**Form AB-06: Restaurant Caterer’s Dinner Permit Application**

**What is this form?**

This restaurant caterer’s dinner permit application form is required for the holder of a **restaurant / eating place** or **golf course** license to sell or dispense beer or wine before and during service of food provided by the licensee for a banquet or dinner event held off the holder’s licensed premises. A separate form must be completed for each event. All sections of this form must be completed. A **menu** of the food that will be provided at the banquet or dinner must be attached to this form. The required \$50 restaurant caterer’s dinner permit fee may be made by credit card, check, or money order.

**PLEASE NOTE:**

**This form must be completed and submitted to AMCO’s main office in-person or to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) at least one business day in advance of the event. Applications submitted after 12:00pm on Fridays for events to be held the following Saturday or Sunday will be denied. Applications that are submitted with inaccurate or incomplete fields will be returned to the applicant in the manner in which it was received, per 3 AAC 304.105, 3 AAC 304.675, and 3 AAC 304.680.**

Any event occurring in an outdoor location must have a written security plan attached to this form. This form must be signed by both the current licensee and by the law enforcement agency having jurisdiction over the site of the occasion for which this permit is sought before it is submitted to AMCO staff for review. If the completed application is approved by AMCO, a permit will be issued to the licensee for posting at the event.

**Section 1 – Licensee and Contact Information**

Enter information for the business seeking the permit.

<b>Licensee:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	Alaska
		<b>ZIP:</b>	

<b>Contact Person:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

**OFFICE USE ONLY**

<b>Permit #:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

**Form AB-06: Restaurant Caterer's Dinner Permit Application**

Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b>	
<b>Event Location:</b>	
<b>Event City:</b>	

<b>Date(s):</b>			
<b>Start Time:</b>	am pm	<b>End Time:</b>	am pm

The licensee, or a specified employee or agent of the licensee, must be present on the catered premises during all permit hours, as required by 3 AAC 306.685. Please provide the following information for the licensee, employee, or agent who will be present:

<b>Person Present:</b>	
<b>Title:</b>	

**Location of Event:** Yes No

1. Is this event going to take place on school or church grounds?  Yes  No

**If "Yes" to question 1, please attach authorization from the school or church for the service of alcohol during the event at the proposed location.**

2. Are you anticipating, or in the process of applying for a liquor license for the event location?  Yes  No

3. Is there an existing liquor license of any type and ownership at the event location?  Yes  No

**If "Yes" to question 3, please provide the following information:**

<b>License Type:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			

**Reason event held on an existing licensed premises:**



**Alaska Alcoholic Beverage Control Board**

**Form AB-06: Restaurant Caterer's Dinner Permit Application**

**Section 3 – Detailed Premises Diagram**

Clearly indicate the boundaries of the premises and the proposed permitted area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Alaska Alcoholic Beverage Control Board

**Form AB-06: Restaurant Caterer's Dinner Permit Application**

Section 4 – Servers

Enter information for all servers at the event. Additional copies of this page may be included.

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	



**Alaska Alcoholic Beverage Control Board**

**Form AB-06: Restaurant Caterer's Dinner Permit Application**

**Section 5 – Declarations and Approvals**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I am the current licensee, that a licensee, employee, or agent will be present at the event during all hours of the permit, and that I have included a menu with this application.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that violation of any of these laws is grounds for suspension or revocation of my liquor license and/or denial of any future permit applications.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a restaurant caterer's dinner permit and holder of a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee Executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed name of licensee

**Law Enforcement and AMCO Review:**

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

Approved  Disapproved

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AMCO Investigator/Director

\_\_\_\_\_  
Signature of Program Coordinator

Approved  Disapproved

\_\_\_\_\_  
Printed name of AMCO Investigator/Director

\_\_\_\_\_  
Printed name of Program Coordinator

\_\_\_\_\_  
Date

**AMCO Comments:**





Alaska Alcoholic Beverage Control Board

# Form AB-20: Club License Caterer's Permit Application

## What is this form?

This club license caterer's permit application form is required for the holder of a **club** license to sell or dispense alcoholic beverages at an event held off the holder's licensed premises for club members and their guests. A separate form must be completed for each event. All sections of this form must be completed. No more than three permits will be granted to an organization in any one calendar year. The required \$100 club license caterer's permit fee may be made by credit card, check, or money order.

### PLEASE NOTE:

**This form must be completed and submitted to AMCO's main office in-person or to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) at least one business day in advance of the event. Applications submitted after 12:00pm on Fridays for events to be held the following Saturday or Sunday will be denied. Applications that are submitted with inaccurate or incomplete fields will be returned to the applicant in the manner in which it was received, per AS 04.11.110, 3 AAC 304.105, 3 AAC 304.675, and 3 AAC 304.690.**

Any event occurring in an outdoor location must have a written security plan attached to this form. This form must be signed by the presiding officer and secretary of the organization, and by the law enforcement agency having jurisdiction over the site of the occasion for which this permit is sought before it is submitted to AMCO staff for review. If the completed application is approved by AMCO, a permit will be issued to the licensee for posting at the event.

## Section 1 – Licensee and Contact Information

Enter information for the business seeking the permit.

<b>Licensee:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	Alaska
		<b>ZIP:</b>	

<b>Contact Person:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

### OFFICE USE ONLY

<b>Permit #:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>BRE:</b>	
<b>Permits Granted:</b>	of 3 this calendar year		



Alaska Alcoholic Beverage Control Board

# Form AB-20: Club License Caterer's Permit Application

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b>	
<b>Event Location:</b>	
<b>Event City:</b>	

<b>Date(s):</b>					
<b>Start Time:</b>	am	pm	<b>End Time:</b>	am	pm

The licensee, or a specified employee or agent of the licensee, must be present on the catered premises during all permit hours, as required by 3 AAC 306.685. Please provide the following information for the licensee, employee, or agent who will be present:

<b>Person Present:</b>	
<b>Title:</b>	

**Location of Event:** Yes    No

1. Is this event going to take place on school or church grounds?    

**If "Yes" to question 1, please attach authorization from the school or church for the service of alcohol during the event at the proposed location.**

2. Are you anticipating, or in the process of applying for a liquor license for the event location?    

3. Is there an existing liquor license of any type and ownership at the event location?    

**If "Yes" to question 3, please provide the following information:**

<b>License Type:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			

**Reason event held on an existing licensed premises:**

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**Alaska Alcoholic Beverage Control Board**

**Form AB-20: Club License Caterer's Permit Application**

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Section 3 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed permitted area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Alaska Alcoholic Beverage Control Board

# Form AB-20: Club License Caterer's Permit Application

## Section 4 – Servers

Enter information for all servers at the event. Additional copies of this page may be included.

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	

<b>Name:</b>		<b>AK Driver License #:</b>	
<b>Date of Birth:</b>		<b>Alcohol Server Education Card Expiration Date:</b>	



Alaska Alcoholic Beverage Control Board

Form AB-20: Club License Caterer's Permit Application

Section 5 - Declarations and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that a licensee, employee, or agent will be present at the event during all hours of the permit.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages (including all restrictions and prohibitions under AS 04.11.110), and I understand that violation of any of these laws is grounds for suspension or revocation of my club license and/or denial of any future permit applications.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a club license caterer's permit and holder of a club license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Signature of presiding officer of organization

Signature of secretary of organization

Printed name of presiding officer of organization

Printed name of secretary of organization

Executed on this \_\_\_ day of \_\_\_, 20\_\_.

Law Enforcement and AMCO Review:

Signature of local law enforcement

Badge number

Approved

Disapproved

Printed name of local law enforcement

Date

Signature of AMCO Investigator/Director

Signature of Program Coordinator

Approved

Disapproved

Printed name of AMCO Investigator/Director

Printed name of Program Coordinator

Date

AMCO Comments:



Alaska Alcoholic Beverage Control Board

# Form AB-23: Wine Auction Permit Application

## What is this form?

This wine auction permit application form is required for a **nonprofit** fraternal, civic, or patriotic organization (active for a period of at least two years before application and **incorporated under AS 10.20**) to sell **wine** (no beer or spirits) by outcry or silent auction for a specific occasion. A separate form must be completed for each event. All sections of this form must be completed. This form must be signed by the president and secretary of the organization, and by the law enforcement agency having jurisdiction over the site of the occasion for which this permit is sought before it is submitted to AMCO staff for review. The required fee of \$50 per day may be made by credit card, check, or money order.

## PLEASE NOTE:

This form must be completed and submitted to AMCO's main office in-person or to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) at least ten days in advance of the event. Your corporation must be in good standing with the Alaska Division of Corporations in order to qualify. No more than five wine auction permits may be granted to an organization, including its auxiliary, in any one calendar year. Applications that are submitted with inaccurate or incomplete fields will be returned to the applicant, per 3 AAC 304.105, 3 AAC 304.675, and 3 AAC 304.699.

Any event occurring in an outdoor location must have a written security plan attached to this form.

If the completed application is approved by AMCO, a permit will be issued to the applicant for posting at the event.

## Section 1 – Nonprofit and Contact Information

Enter information for the organization seeking the permit.

<b>Nonprofit Corporation:</b>					
<b>Alaska Entity #:</b>		<b>AK Formed Date:</b>			
<b>Business Address:</b>					
<b>City:</b>		<b>State:</b>	Alaska	<b>ZIP:</b>	

<b>Contact Person:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

OFFICE USE ONLY			
<b>Permit #:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>Fee Amount:</b>	
<b>Permits Granted:</b>	of 5 this calendar year	<b>BRE:</b>	



Alaska Alcoholic Beverage Control Board

# Form AB-23: Wine Auction Permit Application

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b>	
<b>Event Location:</b>	
<b>Event City:</b>	

<b>Date(s):</b>					
<b>Start Time:</b>	am	pm	<b>End Time:</b>	am	pm

**Location of Event:** Yes    No

1. Is this event going to take place on school or church grounds?

  

If "Yes" to question 1, please attach authorization from the school or church for the sale of alcohol during the event at the proposed location.

2. Is there an existing liquor license of any type at the event location?

  

If "Yes" to question 3, please provide the following information:

<b>License Type:</b>		<b>License #:</b>	
<b>Doing Business As:</b>			

Reason event held on an existing licensed premises:



**Alaska Alcoholic Beverage Control Board**

**Form AB-23: Wine Auction Permit Application**

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Section 3 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed permitted area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.





Alaska Alcoholic Beverage Control Board

# Form AB-23: Wine Auction Permit Application

## Section 4 – Servers

Enter information for all servers at the event. Additional copies of this page may be included.

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Name:</b>				<b>Alcohol Server Education Card?</b>			
<b>Date of Birth:</b>		<b>AK Driver License #:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>



Alaska Alcoholic Beverage Control Board

**Form AB-23: Wine Auction Permit Application**

Section 5 – Declarations and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all profits derived from the auction of wine are paid to the organization and not to an individual.

I have attached a certified copy of the resolution of the board of directors authorizing this application.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a wine auction permit, I declare under penalty of perjury that I have examined this application, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of president of organization

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

\_\_\_\_\_  
Printed name of president of organization

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of secretary of organization

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

\_\_\_\_\_  
Printed name of secretary of organization

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Law Enforcement and AMCO Review:**

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

Approved

Disapproved

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
Signature of AMCO Investigator/Director

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
Printed name of AMCO Investigator/Director

\_\_\_\_\_  
Printed name of Program Coordinator

\_\_\_\_\_  
Date

**AMCO Comments:**