



MEMORANDUM

TO: Board Chair and Members of the ABC Board DATE: February 19, 2019

FROM: Mikal Milton, Records and Licensing Supervisor RE: Licensing Report

Staff Updates and Workloads

We currently have two dedicated alcohol occupational licensing examiners: John Church is currently processing the alcohol renewal applications that we have received while Carrie Craig is working on new and transfer applications.

Alcohol License Renewal Applications

Since our office sent out 906 renewal applications, we have received approximately 820 applications, which is about 90% of the licenses due to renew this year. There are 396 renewals deemed complete to be considered on this agenda.

Approximately 84 licenses (9% of those due to renew) have not submitted renewal applications thus far. Approximately 120 licenses have submitted renewals but have not completed the required corrections in order for their applications to be deemed complete. The expiration notice warning letter required by AS 04.11.550 was mailed on February 8 to all licensees who have either not submitted or not completed a renewal application.

Any licensee who provides a contact email address should monitor that email inbox and junk folder, in case an incomplete letter is sent by a licensing examiner that requests corrections to the application. A licensee will be required to submit all corrections to complete an application by the deadline provided in an incomplete letter, in order to avoid potential late penalties or license expiration for failure to renew in a timely manner.

As a reminder, I strongly encourage licensees – in the best interests of all – to submit their renewal applications as soon as possible, in order to provide examiners adequate time to review applications and licensees adequate time to submit any necessary corrections.