



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: November 12, 2019

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

Staff Changes

We have hired Randi Baker to the open Occupational Licensing Examiner position; she has begun training as an alcohol licensing examiner, and she's a great addition to the AMCO team. Additionally, Carrie Craig and John Church continue to process alcohol applications full time.

Alcohol Renewals

Alcohol renewals are required to be sent out by no later than November 1st of each year. However AMCO has been working to send out renewal applications earlier to give licensees more time to complete their applications. This year renewal applications were sent out on September 23, 2019. Starting on November 1st, any transfer application submitted is now required to include a renewal application for the transferring license application to be deemed complete.

Renewal applications were mailed to the current mailing address on file for each license that is due to renew during this renewal cycle; licensees are required to keep a valid mailing address on file with our office. If you are unsure if the mailing address on file with AMCO is current, or if your license is due to renew and you have not yet received your renewal application, please contact the AMCO office.

If an email is provided on the application for renewal, this email address should be closely monitored **including the junk folder** in case corrections or additional documents are required to complete the renewal. All licensees who does not provide an email on their renewal application will be mailed any correction requirements which may delay the renewal process due to mailing times. Licensees are required to submit all corrections and documents to complete their application by the deadline in their incomplete letter. In order to avoid potential late penalties or expiration for failure to renew in a timely manner, I am urging applicants to monitor their renewal process closely and respond promptly to any correspondence from the AMCO office.

There were approximately 948 licenses required to renew this cycle, as of the date of this report (10/31/2019) there were 169 license renewal applications received and 44 deemed complete to be considered on this agenda. I strongly recommend that all licensees submit their renewals as soon as possible in order to allow the maximum amount of time to complete any corrections deemed necessary to their application(s).

I would like to remind licensees that they are not required to mail their applications in. Applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments. As a reminder, do NOT send your credit card information via email. Instead, if you wish to pay via credit card please either provide a phone number at which AMCO staff can call for payment or provide a mailed copy of form AB-31 Credit Card Payment Form. As always, if there are questions regarding the renewal or any other licensing process, please contact the above email or call 907-269-0350 and follow the alcohol licensing prompts.

Permit Application Statistics & Information

There have been 275 permit applications submitted in September and October of this calendar year with 257 permits being issued so far. This brings the totals to 1,357 permit applications submitted and 1,339 issued in the 2019 calendar year. Of the total issued, approximately 863 were Caterer's Permits, 358 were Special Events Permits, 47 were Restaurant Caterer's Dinner Permits, 54 were Wine Auction Permits, and 5 were Club License Caterer's Permits.

Alcohol License Application Statistics

There have been 19 new license applications and 24 transfer license applications received in September and October of this year, for totals of 119 new and 115 transfer applications received in the 2019 calendar year. There are approximately 12 new license applications and 18 transfer applications deemed complete to be considered on this agenda.