

## **New Wholesaler/Importer Application**

The following screens depict what a typical industry member would need to fill out for completing the New Wholesaler/Importer application which is a collection of the following OMB forms:

- 5000.8- Power of Attorney
- 5000.9- Personnel Questionnaire - Alcohol and Tobacco Products
- 5100.1- Signing Authority for Corporate and LLC Officials
- 5100.24- Application for Basic Permit Under FAA Act

## Welcome Page

This page is displayed when the user goes to the Permits Online website. This page includes the links to the Privacy Act Statement, Privacy Impact Assessment and Paperwork Reduction Act Notice.

[Register for an Account](#) | [Login](#)

[Home](#)

[Alcohol Permits & Registrations](#)



### Welcome to the Alcohol and Tobacco Tax and Trade Bureau (TTB) Permits Online System

We are pleased to offer all of our industry members access to TTB government services online, 24 hours a day, 7 days a week, fulfilling our desire to deliver more efficient, convenient, and interactive e-government services.

To use any of the services we provide you must have a user account. If you have already registered for your account you can [Login](#). If you do not have an account, please [Register](#) and create a user account to get started.

#### WARNING!

THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

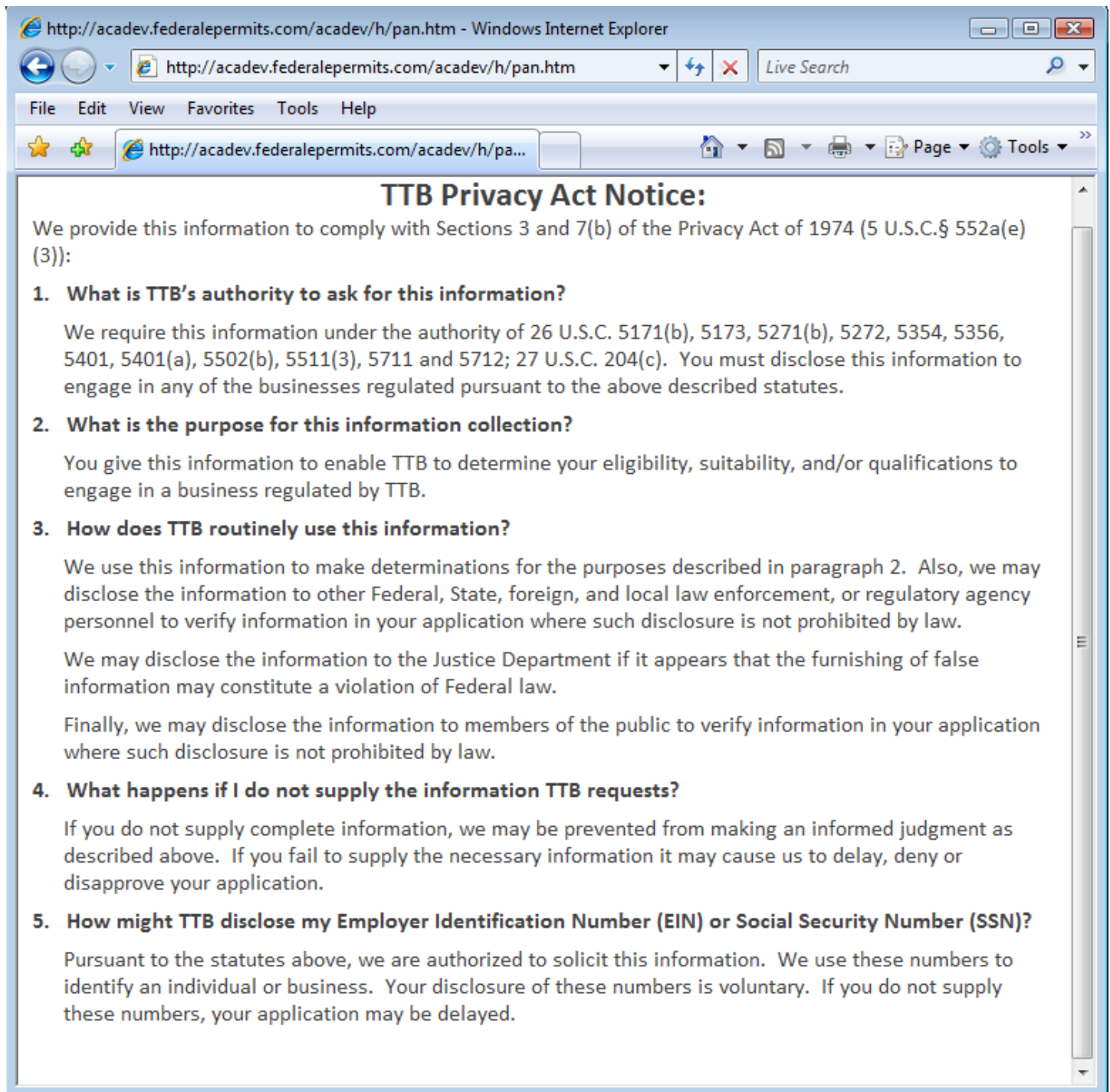
[Privacy Act Statement](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#)

**Alcohol Permits & Registrations**

[Search Your Applications](#)

## Privacy Act Statement Page

This page displays the consolidated Privacy Act Notice for the Permits Online application.



The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <http://acadev.federalepermits.com/acadev/h/pan.htm>. The page title is "TTB Privacy Act Notice:". The main content of the page is as follows:

We provide this information to comply with Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e) (3)):

- 1. What is TTB's authority to ask for this information?**

We require this information under the authority of 26 U.S.C. 5171(b), 5173, 5271(b), 5272, 5354, 5356, 5401, 5401(a), 5502(b), 5511(3), 5711 and 5712; 27 U.S.C. 204(c). You must disclose this information to engage in any of the businesses regulated pursuant to the above described statutes.
- 2. What is the purpose for this information collection?**

You give this information to enable TTB to determine your eligibility, suitability, and/or qualifications to engage in a business regulated by TTB.
- 3. How does TTB routinely use this information?**

We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement, or regulatory agency personnel to verify information in your application where such disclosure is not prohibited by law.

We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law.

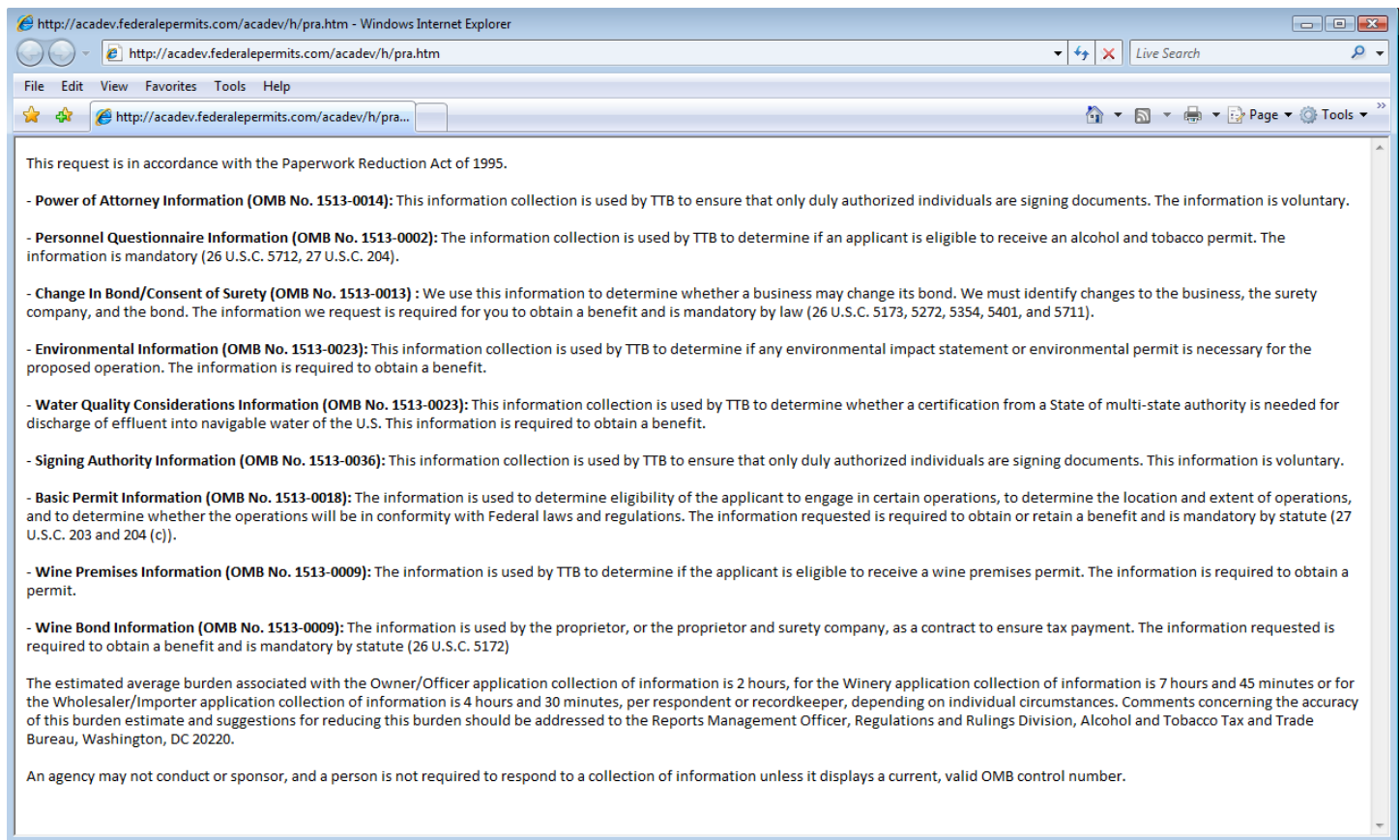
Finally, we may disclose the information to members of the public to verify information in your application where such disclosure is not prohibited by law.
- 4. What happens if I do not supply the information TTB requests?**

If you do not supply complete information, we may be prevented from making an informed judgment as described above. If you fail to supply the necessary information it may cause us to delay, deny or disapprove your application.
- 5. How might TTB disclose my Employer Identification Number (EIN) or Social Security Number (SSN)?**

Pursuant to the statutes above, we are authorized to solicit this information. We use these numbers to identify an individual or business. Your disclosure of these numbers is voluntary. If you do not supply these numbers, your application may be delayed.

## Paperwork Reduction Act Notice Page

This page displays the Paperwork Reduction Act Notice for Permits Online application.



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://acadev.federaepermits.com/acadev/h/pr.htm>. The page content is as follows:

This request is in accordance with the Paperwork Reduction Act of 1995.

- **Power of Attorney Information (OMB No. 1513-0014):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. The information is voluntary.
- **Personnel Questionnaire Information (OMB No. 1513-0002):** The information collection is used by TTB to determine if an applicant is eligible to receive an alcohol and tobacco permit. The information is mandatory (26 U.S.C. 5712, 27 U.S.C. 204).
- **Change In Bond/Consent of Surety (OMB No. 1513-0013) :** We use this information to determine whether a business may change its bond. We must identify changes to the business, the surety company, and the bond. The information we request is required for you to obtain a benefit and is mandatory by law (26 U.S.C. 5173, 5272, 5354, 5401, and 5711).
- **Environmental Information (OMB No. 1513-0023):** This information collection is used by TTB to determine if any environmental impact statement or environmental permit is necessary for the proposed operation. The information is required to obtain a benefit.
- **Water Quality Considerations Information (OMB No. 1513-0023):** This information collection is used by TTB to determine whether a certification from a State of multi-state authority is needed for discharge of effluent into navigable water of the U.S. This information is required to obtain a benefit.
- **Signing Authority Information (OMB No. 1513-0036):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. This information is voluntary.
- **Basic Permit Information (OMB No. 1513-0018):** The information is used to determine eligibility of the applicant to engage in certain operations, to determine the location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to obtain or retain a benefit and is mandatory by statute (27 U.S.C. 203 and 204 (c)).
- **Wine Premises Information (OMB No. 1513-0009):** The information is used by TTB to determine if the applicant is eligible to receive a wine premises permit. The information is required to obtain a permit.
- **Wine Bond Information (OMB No. 1513-0009):** The information is used by the proprietor, or the proprietor and surety company, as a contract to ensure tax payment. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 5172)

The estimated average burden associated with the Owner/Officer application collection of information is 2 hours, for the Winery application collection of information is 7 hours and 45 minutes or for the Wholesaler/Importer application collection of information is 4 hours and 30 minutes, per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current, valid OMB control number.

## Welcome Page

This page is displayed once the user has successfully logged into the system with a valid username and password.

Logged in as: **Natasha Griffith** | [Collections \(2\)](#) ▼ | [Account Management](#) | [Logout](#)

[Home](#)

[Alcohol Permits & Registrations](#)

### Welcome Natasha Griffith

You are now logged in to TTB's Permits Online

You may now create an original or amended application or search for your existing applications. Click here for a [description of application types](#). Application types currently available for submission through TTB's Permits Online are Bonded Winery, Bonded Wine Cellar, Tax Paid Wine Bottling House, Alcohol Wholesaler/Exporter and Alcohol Importer. Other TTB regulated commodities will be available in the future.

#### Alcohol Permits & Registrations

[Create a New Application](#)

[Search Your Applications](#)

## Create a New Application: Penalty of Perjury/TTB WARNING

This page is displayed when the user selects the "Create a New Application" link from the Main Page

ON-LINE SERVICES

Logged in as: **Natasha Griffith** | [Collections \(0\)](#) | [Reports \(11\)](#) ▼ | [Account Management](#) | [Logout](#)

[Home](#) | [Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### TTB's Permits Online Applications

You may now create an original or amended application. Click here for a [description of application types](#). Application types currently available for submission through TTB's Permits Online are Bonded Winery, Bonded Wine Cellar, Tax Paid Wine Bottling House, Alcohol Wholesaler/Exporter and Alcohol Importer. Other TTB regulated commodities will be available in the future.

You must read and accept the terms below before beginning your application.

Please "Allow Pop-ups from This Site" before proceeding.

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such

I have read and accepted the above terms.

[Continue Application »](#)

## Create a New Application: Select Application Type

After reading and agreeing to the warning, the Application Type page appears (Note: The appearance of this screen will change in the final product. Instead of a long list of option, there will be dropdowns for the user to select)

Home Alcohol Permits & Registrations

[Create a New Application](#) | [Search Your Applications](#)

### Select an Application Type

Click here for a [description of application types](#).

--Select a Category--

- Select a Category--
- Amended WHL IMP
- Amended Winery
- Original WHL IMP**
- Original Winery
- Owner Officer Information

[Continue Application »](#)

Home Alcohol Permits & Registrations

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### Select an Application Type

Click here for a [description of application types](#).

Original WHL IMP

Application for New Wholesaler and/or Importer

[Continue Application »](#)

## Create a New Application: Step 1: Contacts & Locations- Application Contact



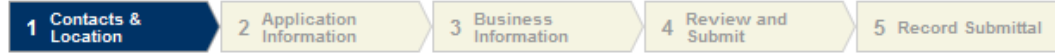
This is the first step of the application where the user must enter in the application contact information.

[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### Application for New Wholesaler and/or Importer



#### Step 1 : [Contacts & Location](#) > [Business Contacts](#)

\* indicates a required field.

### Application Contact

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

**Application Contact:** This information pertains to the primary person with which TTB will discuss application information and who will receive email notifications from TTB. This may be a consultant or an officer/owner for the applicant company.

**Business Headquarters:** This information pertains to the actual business entity or person applying for approval. In this section, you will supply the name of the business as it will be shown on any forms, permits, or bonds, so it is important that you carefully and accurately complete that information. Please refer to our field specific Help button for details.

**Mailing Address:** This information refers to the address where you receive mail from us and the primary contact person at the mailing address location. In many cases, this will be the same person entered in the Premise Address section of this application.

**Officer-Owner:** This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with ?

\* First Name:  Middle Name:  \* Last Name:

Position/Title:

Name of Business:  ?

Address:

P.O. Box:

\* City:  \* State:  \* Zip:

Country:

\* Primary Phone:  ? Alternate Phone:  ? Fax:

E-mail:

## Create a New Application: Step 1: Contacts & Locations- Business Headquarters

This is the first step of the application where the user must enter in the business headquarters information

### Business Headquarters

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

**Application Contact:** This information pertains to the primary person with which TTB will discuss application information and who will receive email notifications from TTB. This may be a consultant or an officer/owner for the applicant company.

**Business Headquarters:** This information pertains to the actual business entity or person applying for approval. In this section, you will supply the name of the business as it will be shown on any forms, permits, or bonds, so it is important that you carefully and accurately complete that information. Please refer to our field specific Help button for details.

**Mailing Address:** This information refers to the address where you receive mail from us and the primary contact person at the mailing address location. In many cases, this will be the same person entered in the Premise Address section of this application.

**Officer-Owner:** This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with 



\* Name of Business:   \* EIN: 

Address:

P.O. Box:

\* City:  \* State:  \* Zip:

Country:

\* Primary Phone:   Alternate Phone:   Fax:

E-mail:

Save and resume later:

## Create a New Application: Step 1: Contacts & Locations- Premises Address

This is the first step of the application where the user must enter in the premises address information

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[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### Application for New Wholesaler and/or Importer

1 **Contacts & Location**

2 [Application Information](#)

3 [Business Information](#)

4 [Review and Submit](#)

5 [Record Submittal](#)

#### Step 1 : Contacts & Location > Business Location

\* indicates a required field.

#### Premise Address

This section pertains to the physical location and address where your approved operations will take place.

All address fields refer to the physical address of the location where your operations will be conducted. Use <http://zip4.usps.com/zip4/> to verify your address and enter each portion of the address exactly as it is shown by the USPS.

**Premise Contact Name & Phone Number:** In this section, you will supply information on the primary person within the applicant company with whom TTB will conduct a phone interview about the proposed operations, if necessary. You will be requested to submit a photocopy of the driver's license or other official State ID card for this person as an attachment if this is an original application or a change of proprietorship. This person must have signing authority on behalf of the applicant entity.

**Historical Building:** If your proposed premises are included in or eligible for inclusion in the National Register of Historic Places, you must answer "Yes". You will be required to provide documentation from your State Historic Preservation Office showing permission to conduct the proposed operations in that building. This information may already be on file with TTB.

Street #:   Direction:  Street Name:  Street Type:  Street Suffix:

Unit Type:  Unit No.:

Rural Address:

Other Address:

\* City:  \* State:  \* Zip:

\* Premise Contact Name:  \* Premise Phone Number:

\* Is your Building a Historical Building?:  
 Yes  No

Save and resume later:

## Create a New Application: Step 1: Contacts & Locations- Mailing Address

This is the first step of the application where the user must enter in the mailing address information

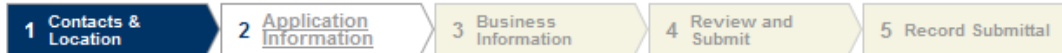
Logged in as: **Natasha Griffith** | [Collections \(2\)](#) | [Reports \(13\)](#) | [Account Management](#) | [Logout](#)

[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### Application for New Wholesaler and/or Importer



#### Step 1 : [Contacts & Location](#) > [Mailing Address](#)

\* indicates a required field.

#### Mailing Address

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

**Application Contact:** This information pertains to the primary person with which TTB will discuss application information and who will receive email notifications from TTB. This may be a consultant or an officer/owner for the applicant company.

**Business Headquarters:** This information pertains to the actual business entity or person applying for approval. In this section, you will supply the name of the business as it will be shown on any forms, permits, or bonds, so it is important that you carefully and accurately complete that information. Please refer to our field specific Help button for details.

**Mailing Address:** This information refers to the address where you receive mail from us and the primary contact person at the mailing address location. In many cases, this will be the same person entered in the Premise Address section of this application.

**Officer-Owner:** This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with [?](#)

First Name:  Middle Name:  Last Name:

Name of Business: [?](#)

Address:

P.O. Box:

\* City:  \* State:  \* Zip:

Country:

[Continue Application »](#)

Save and resume later:

## Create a New Application: Step 2: Application Information

This the main data entry page for the winery application

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[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### Application for New Wholesaler and/or Importer

1 [Contacts & Location](#)

2 [Application Information](#)

3 [Business Information](#)

4 [Review and Submit](#)

5 [Record Submittal](#)

#### Step 2 : [Application Information](#) > [Base Information](#)

\* indicates a required field.

#### Application Information

To add TRADE NAMES / OPERATING NAME, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

#### TRADE NAMES / OPERATING NAME

Add a row for each trade name you will use which will be added to your permit and/or registration. A company may have only one Operating Name (DBA) per location, per commodity. Please click [here](#) for additional rules that may apply to your trade name filings. For each trade name submitted, you must submit Proof of Trade Name Registration showing that the name has been registered with your state or county (as applicable) if required by your state. As of 6/1/2010, all states except for AK, AL, AZ, HI, KS, MS, and NM require trade name registration. SC and TN require registration in some cases. Visit [www.business.gov/register/business-name/dba.html](http://www.business.gov/register/business-name/dba.html) for registration and additional rules. If you are not required to register your trade name(s), please submit a statement to that effect.

[Add row](#)

#### Application Information

#### REASON FOR THE APPLICATION

Indicate whether this Original Application is being filed due to a New Business, a Change of Proprietorship, or a Change in General Partner(s) by checking the appropriate box. A Change of Proprietorship may be the result of brand new ownership and a proprietor unrelated to the predecessor (ABC Inc. takes over from DEF Inc), or may be the same individual(s) changing entity type (from a sole proprietor to an LLC, from a partnership to a corporation). A Change in General Partner(s) is when any partner in a general partnership changes, or when the general partner in a limited partnership changes. If only limited partners are changing, then you need to file an amended application only. If you are filing for either a Change of Proprietorship or Change in General Partner(s), you need to identify the permit number(s) and name and address of the predecessor company.

New Business:

Change of Proprietorship - Ownership:

Change of General Partner(s):

Permit Number(s) of Predecessor:

Name and Address of Predecessor:

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### BUSINESS CONDUCTED - IMPORTING

You should select all of the options from the three below that apply to the operations you will be conducting under this permit. If you select one or more of these options, you will be required to submit a "Letter of Intent From Foreign Supplier" documenting that there is an agreement or potential agreement between you and a foreign distributor for supplying products to be imported into US. If you are amending your permit to add or delete importing commodities, you should select all of the options from the three below that apply to the operations you will be conducting (and not just the ones you are adding). Note - If you are not already approved as an Importer, but are approved as a Wholesaler, you cannot add Importing through an amendment. You must file an Application for New Wholesaler and/or Importer instead.

Distilled Spirits:  

Wine:  

Malt Beverages:  

---

### BUSINESS CONDUCTED - WHOLESALE

You should select all of the options from the three below that apply to the operations you will be conducting under this permit. Note - If you are not already approved as a Wholesaler, but are approved as an Importer, you cannot add Wholesaling through an amendment. You must file an Application for New Wholesaler and/or Importer instead.

Distilled Spirits:  

Wine:  


Malt Beverages:  



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### APPLICATION INFORMATION

This information pertains to your business organization and the timing of commencement of your proposed operations.


\* Type of Organization:  

\* State Where Incorporated:  

New Business Start Date/Date of Change    

Start Date for New Business or Change Upon Approval by TTB  

[Continue Application »](#)

Save and resume later: 

[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

### Application for New Wholesaler and/or Importer

1 [Contacts & Location](#)

2 **Application Information**

3 [Business Information](#)

4 [Review and Submit](#)

5 [Record Submittal](#)

#### Step 2 : Application Information > Officer-Owner Information

\* indicates a required field.

### Application Information

#### OWNER BACKGROUND INFORMATION

There are two questions in this section of this application; one pertains to the denial of a permit or authorization related to TTB regulated industries and the other pertains to arrests /convictions of persons connected with this application. While similar questions may appear on other applications being filed with TTB, including the Owner / Officer Information Application, there are slight variations in the content. Answer Yes or No accordingly. If the answer to either question is "Yes", please provide details on the denial or arrest/conviction, including dates, places, and final disposition. Failure to accurately answer these questions may negatively affect approval of your application.

\* Has the applicant or any person listed on this application ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or nonbeverage) by any government agency (Federal, State, local or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated?  Yes  No

If Yes, State Details:

\* Has the applicant or any person listed in this application ever been arrested for, charged with, or convicted of any crime under Federal, State, or Foreign laws other than traffic violations or convictions that are not felonies under Federal or State law.  Yes  No

If Yes, State Details.:



## Application Information

To add OFFICER/OWNERSHIP INFORMATION, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

To add SIGNING AUTHORITY, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

To add POWER OF ATTORNEY INFORMATION, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

### **OFFICER/OWNERSHIP INFORMATION**

For each person who is a sole proprietor, partner, officer, director, member, managing member, or owner of 10% or more of stock or ownership in the applicant entity, you must file an Officer/Owner Information Application in addition to this application. In addition, you must complete the fields in this section of the application for each of those persons, as well as for any company / trust which is an owner / member. Add a row for each additional person or company/trust related to the application.

Add row

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### **SIGNING AUTHORITY**

These fields are used to establish who has the authority to sign and act on behalf of the applicant / industry member with TTB, and is used for employees of the company. Consultants, outside Counsel, and other individuals not employed by the company should complete the Power of Attorney section of this application. You may assign signing authority to specific individuals or to positions /titles. You will need to add a row for each person or title being granted authority. For Corporations and LLCs, entries will be used to populate TTB Form 5100.1. For all users, this information will be used to establish signing authority with TTB.

Add row


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### **POWER OF ATTORNEY INFORMATION**

These fields are used to establish who has the authority to sign and /or act on behalf of the applicant / industry member with TTB, and is used for individuals who are not employees of the company. Consultants, outside Counsel, and other individuals not employed by the company should use this section of this application. Employees of the applicant/industry member company should complete the Signing Authority section of this application. You will need to add a row for each person being granted power of attorney. You must supply information about the person being granted power of attorney in the applicable fields. You will need to add a row for each additional person receiving power of attorney authority. The information you enter will be used to populate TTB Form 5000.8. Click [here](#) for VERY IMPORTANT information about submitting this information to TTB.

Add row

Continue Application »

Save and resume later: 

# Create a New Application: Step 3: Business Information

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[Home](#)

[Alcohol Permits & Registrations](#)

[Create a New Application](#) | [Search Your Applications](#)

## Application for New Wholesaler and/or Importer

1 [Contacts & Location](#)

2 [Application Information](#)

3 **Business Information**

4 [Review and Submit](#)

5 [Record Submittal](#)

### Step 3 : Business Information > Business Info & Documents

\* indicates a required field.

#### Application Information

#### YOUR DECLARATION

You must check the associated box to indicate that you declare, under penalties of perjury, that you have examined this application and that it is true, correct, and complete to the best of your knowledge and belief. The date that you check the box signifying this declaration will be auto-filled into the field provided.

\* Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.

\* Declaration Date:  


#### Application Information


To add REQUEST FOR VARIANCE, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

To add STATEMENTS AND DOCUMENTS, click Add row and fill out the form section that displays. You can repeat this process as many times as needed.

#### REQUEST FOR VARIANCE

You may submit a Request for Alternate Method (commonly referred to as a Variance Request), a Request for Special Permission/Authorization, or a General Notification to TTB by identifying the type of request by choosing from the drop down list provided. A Request for Alternate Method is asking for approval to conduct an activity that deviates from a regulatory requirement. Please note that Requests for Alternate Method may not be contrary to law. A Request for Special Permission/Authorization is when an applicant or industry member asks for approval of an activity that is not covered by a regulation. A General Notification is when an industry member is required to give notice of their intent to conduct certain operations, but where direct approval by TTB is not required. You may add a row for each additional request or notification you wish to submit with this application.

\* Variance, Alternate Method, Special Permission Type: 

--Select-- 

\* Description of Request: 

Delete row

Add row

## STATEMENTS AND DOCUMENTS

For each combination of commodity type and business entity type (Corporation, LLC, Sole Proprietorship, Partnership), different Statements and Documents are required. Other documents may be required depending on your specific situation or operations you wish to conduct. You may also add rows for other documents that are optional, but which pertain to your application. Click [here](#) for a detailed description of each Document Type. Click [here](#) to see helpful hints on certain documents that must be filed in conjunction with specific amendment types. In the section below, you will have the opportunity to electronically upload any of these documents, which is the preferred method for each except for bond forms, Change of Bond (Consent of Surety) Form, and Power of Attorney Form.

* Document Type: <a href="#">?</a>	* Required or Optional: <a href="#">?</a>	Document Type if Other: <a href="#">?</a>
--Select--	--Select--	<input type="text"/>
* Document Name: <a href="#">?</a>	* Method of Submission: <a href="#">?</a>	Permit, Registry or Tracking Number if on file with TTB: <a href="#">?</a>
<input type="text"/>	--Select--	<input type="text"/>

Delete row

Add row

### Attachment


For each document that you have indicated on the previous page that you are going to upload to TTB through Permits Online, you need to click on "Upload a New Attachment" and then complete the information regarding the Type and Description of the attachment. You must also browse your computer to find the item you wish to attach in the File field. Once you have located the file and provided the required information, click on Attach File. You can repeat this process for every item you will be uploading associated with this application. Click on "Continue Application" when you are finished with this section/page.

### Attachment List

Name	Type	Size	Date
No records found.			

► [Upload a New Attachment](#)

Continue Application »

Save and resume later: 

# Create a New Application: Step 4: Review and Submit

Logged in as: **Natasha Griffith** | [Collections \(2\)](#) | [Reports \(13\)](#) | [Account Management](#) | [Logout](#)

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[Create a New Application](#) | [Search Your Applications](#)

## Application for New Wholesaler and/or Importer

1 [Contacts & Location](#)

2 [Application Information](#)

3 [Business Information](#)

4 **Review and Submit**

5 [Record Submittal](#)

### Step 4 : Review and Submit

Please review all information below. Click the "Edit" buttons to make changes to your application. You can click on "Save & Resume Later" to save the information you have entered without submitting your application at this time. **WARNING:** By clicking on CONTINUE APPLICATION at the bottom of this screen you are submitting a final application to TTB and declaring under penalty of perjury that the information submitted is true and correct, as acknowledged in "Your Declaration" in this application. You will receive your tracking number on the confirmation screen.

#### Record Type

### Application for New Wholesaler and/or Importer

#### Application Contact

[Edit](#)

To add a new contact, click the Add Contact link. To edit a contact, select the contact name in the list.

Natasha Griffith	Primary Phone:703-555-1212
Griffith Alcohol Corporation	Alternate Phone:703-555-2222
1767 King Street	Fax:710-355-5333
Alexandria, VA, 22314	natasha.griffith@ttb.gov
United States	

#### Business Headquarters

[Edit](#)

To add a new contact, click the Add Contact link. To edit a contact, select the contact name in the list.

Griffith Alcohol Corporation	Primary Phone:703-555-1212
1111111111	Alternate Phone:703-555-2222
1767 King Street	Fax:710-355-5333
Alexandria, VA, 22314	natasha.griffith@ttb.gov
United States	

#### Premise Address

[Edit](#)

**100 smith**  
alexandria VA 22314  
Premise Contact Name: NGB  
Premise Phone Number: 3034532036  
Is your Building a Historical Building?: No

#### Mailing Address

[Edit](#)

To add a new contact, click the Add Contact link. To edit a contact, select the contact name in the list.

Natasha Griffith  
Griffith Alcohol Corporation  
1767 King Street  
Alexandria, VA, 22314  
United States

## Application Information

Edit

### REASON FOR THE APPLICATION

New Business: Yes  
Change of Proprietorship - Ownership: No  
Change of General Partner(s): No  
Permit Number(s) of Predecessor:  
Name and Address of Predecessor:

---

### BUSINESS CONDUCTED - IMPORTING

Distilled Spirits: Yes  
Wine: No  
Malt Beverages: No

---

### BUSINESS CONDUCTED - WHOLESALE

Distilled Spirits: Yes  
Wine: No  
Malt Beverages: No

---

### APPLICATION INFORMATION

Type of Organization: Corporation  
State Where Incorporated: CT  
New Business Start Date/Date of Change  
Start Date for New Business or Change Upon Approval by TTB: No

---

### OWNER BACKGROUND INFORMATION

Has the applicant or any person listed on this application ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or nonbeverage) by any government agency (Federal, State, local or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated? No

If Yes, State Details:

Has the applicant or any person listed in this application ever been arrested for, charged with, or convicted of any crime under Federal, State, or Foreign laws other than traffic violations or convictions that are not felonies under Federal or State law. No

If Yes, State Details.:

---

### YOUR DECLARATION

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. Yes

Declaration Date: 07/27/2010

## Application Information

[Edit](#)

## Attachment

For each document that you have indicated on the previous page that you are going to upload to TTB through Permits Online, you need to click on "Upload a New Attachment" and then complete the information regarding the Type and Description of the attachment. You must also browse your computer to find the item you wish to attach in the File field. Once you have located the file and provided the required information, click on Attach File. You can repeat this process for every item you will be uploading associated with this application. Click on "Continue Application" when you are finished with this section/page.


### Attachment List

<u>Name</u>	<u>Type</u>	<u>Size</u>	<u>Date</u>
-------------	-------------	-------------	-------------

No records found.

► [Upload a New Attachment](#)

[Continue Application »](#)

Save and resume later: 

## Create a New Application: Step 5: Record Submittal

Once the application is submitted, the Record Submittal page appears indicating the Application Tracking Number and penalty of perjury statement.

Logged in as: **Natasha Griffith** | [Collections \(2\)](#) | [Reports \(13\)](#) | [Account Management](#) | [Logout](#)

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### Application for New Wholesaler and/or Importer

1 Contacts & Location   2 Application Information   3 Business Information   4 Review and Submit   **5 Record Submittal**

#### Step 5 : Record Submittal



**STOP! PRINT YOUR APPLICATION COVER SHEET USING THE BUTTON BELOW.** You have successfully submitted a Permits Online application to TTB, but your application may not be complete. Please use the application Cover Sheet to determine if all required supporting documents have been provided. In addition, please use the Cover Sheet if you are planning to mail or fax additional supporting documents to TTB.

**TTB will consider your application abandoned after fifteen business days if all required supporting documents are not received.**

Thank you for using TTB's Permits Online.

**Your Tracking Number is IW-2010-00074.**

You will need this number to check the status of your application. You will be notified via email that we have received your application. If you do not receive an email acknowledging receipt within 24 hours, please contact TTB at 1-877-TTB-FAQS.

#### AFFIRMATION

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such operations in conformity with Federal law.

I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the application, and for enforcement of the laws of such other agency. The information may be disclosed to the Justice Department if the application appears to be false or misleading. TTB officers may disclose the information to individuals to verify information on the application where such disclosure is not prohibited.

I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers, I understand my application may be delayed.

[Print Cover Sheet](#)

---

I further declare:

That I have read the instructions for this form and that I understand that I may need to file additional documentation before TTB may act on this application;

That an appropriate TTB officer may require additional information to determine if I am entitled to the permit for which I am applying;

That if any information provided on this application changes before I have received from TTB a final determination on this application, I must immediately notify the Director, National Revenue Center;

With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency; and

With respect to any environmental information furnished in connection with this application, that such information may be furnished to concerned federal, state, and local agencies having responsibilities for environmental protection and that the information hereon may be used in the preparation of an environmental statement pursuant to the requirements of the National Environmental Policy Act, 42 U.S.C. 4332.

[View Record Details »](#) (Return to your application)



## Report Generation

This provides an example of the OMB form generated from the Permits Online application.

http://acadev.federalepermits.com/acadev/Report/ShowReport.aspx?module=Alcohol&reportID=127&rep - Windows Internet Ex...  
http://acadev.federalepermits.com/acadev/Report/ShowReport.aspx?module=Alcohol&reportID=127&reportType=LINK\_REPORT\_LIST

1 / 5 75% Collaborate Sign

Find

IW-2010-00074 OMB NO. 1513-0018 (08/31/2011)

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
**APPLICATION FOR BASIC PERMIT UNDER THE FEDERAL ALCOHOL ADMINISTRATION ACT**

1. FULL NAME AND PREMISES ADDRESS GRIFFITH ALCOHOL CORPORATION 100 smith alexandria, VA 22314 TELEPHONE NUMBER ( ) 3034532036 State in which organized for Corporations and Limited Liability Companies (LLC): CT	3. EMPLOYER IDENTIFICATION NUMBER (EIN) 1111111111
2. MAILING ADDRESS (If different from premises address) 1767 KING STREET ALEXANDRIA, VA 22314	4. OPERATING NAME (DBA), if any
5. LABELING TRADE NAME(S), if any	

6. BUSINESS(ES) TO BE CONDUCTED AT PREMISES ADDRESS (Check applicable boxes)

a. <input type="checkbox"/> DISTILLED SPIRITS PLANT (BEVERAGE) <input type="checkbox"/> DISTILLING <input type="checkbox"/> WAREHOUSING AND BOTTLING DISTILLED SPIRITS <input type="checkbox"/> PROCESSING (RECTIFYING) DISTILLED SPIRITS AND WIN	c. <input checked="" type="checkbox"/> IMPORTING INTO THE UNITED STATE <input checked="" type="checkbox"/> DISTILLED SPIRITS <input checked="" type="checkbox"/> WINE <input checked="" type="checkbox"/> MALT BEVERAGES
b. <input type="checkbox"/> BONDED WINE PREMISES <input type="checkbox"/> PRODUCING AND BLENDING WINE <input type="checkbox"/> BLENDING WINE	d. <input checked="" type="checkbox"/> PURCHASING FOR RESALE AT WHOLESALE <input checked="" type="checkbox"/> DISTILLED SPIRITS <input checked="" type="checkbox"/> WINE <input checked="" type="checkbox"/> MALT BEVERAGES

or while so engaged, sell, offer, or deliver for sale, contract to sell, or ship in interstate or foreign commerce the alcoholic beverages so distilled, produced, rectified, blended or bottled, warehoused and bottled, imported, or purchased for resale at wholesale.

7. REASON FOR THE APPLICATION (use date format MMDD/YYYY)

a. <input checked="" type="checkbox"/> NEW BUSINESS Anticipated start date _____	c. <input type="checkbox"/> CHANGE IN OWNERSHIP Date of Change _____ Name, address, and permit number(s) of predecessor
b. <input type="checkbox"/> CHANGE IN CONTROL (Actual or legal) Submit Basic Permit(s) with this application. Date of Change _____	

9.00 x 12.00 in

Done Unknown Zone | Protected Mode: On