

## New Owner/Officer Information Application

The following screens depict what a typical industry member would need to fill out for completing the Owner/Officer Information application (Personnel Questionnaire TTB F 5000.9)

### Welcome Page

This page is displayed when the user goes to the Permits Online website

[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](#)

## Account Registration: Disclaimer/TTB WARNING

This page is displayed when the user selects the "Register for an Account" link from the Permits Online Welcome page.

ON-LINE SERVICES

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

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Alcohol Permits & Registrations

### Permits Online Account Registration

You will be asked for the following information to open a TTB's Permits Online account:

- Choose a user name and password
- Provide Personal and Contact Information

Please review and accept the terms below in order to proceed with your registration. Use the links below to review the entire text of the TTB Online Privacy and Security Policy.

[TTB Privacy Policy](#)

[Privacy Impact Assessment](#)

#### WARNING

You have entered an Official United States Government System, which may be used only for authorized purposes. The government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030

I have read and accepted the above terms.

[Continue Registration »](#)

## Account Registration: Account Information

After reading and agreeing to the warning, the Account Registration page appears

### ON-LINE SERVICES

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

Home

Alcohol Permits & Registrations

### Account Registration: Enter Account Information

\* indicates a required field.

#### Login Information

\* User Name:

(If you have already registered a username with COLAs Online and/or Formulas Online, we highly suggest creating the same username for Permits Online)

\* E-mail Address:

\* Password:

(Must contain upper & lower case characters, special characters (@ \_ -), and numbers)

\* Retype Password:

\* Select a Security Question:

(Used for identification if you forget your login information)

\* Answer:

(20 characters maximum)

## Contact Information

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

(Primary Mailing Address for Registrant. Note - This address can be used as the default in the application process)

Address Line 2:

\* City:

\* State:

\* Zip:

\* Primary Phone:  Alternate Phone:  Other Phone:

Fax:  \* Preferred Method of Contact:

---

[Continue Registration »](#)

## Login

This page is displayed when the user selects the “Login” link from the Permits Online Welcome page.

ON-LINE SERVICES

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

[Home](#)

[Alcohol Permits & Registrations](#)

### Please Login

All online services offered by TTB require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

For more information about our services and which type of application you should complete, please visit the TTB website for a [description of application types](#).

### New Users

If you are a new user you will need to [register for an account](#) to use the services in Permits Online. It only takes a few simple steps and you'll have the benefits of viewing your approved permit/registration/notice information, the status of pending applications, and more.

New users must activate their account using the link provided in your registration confirmation email.

### WARNING

You have entered an Official United States Government System, which may be used only for authorized purposes. The government may monitor and audit usage of this system and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C Sec. 1001 and 1030.

[TTB Privacy Policy](#)

[Privacy Impact Assessment](#)

[Register Now »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

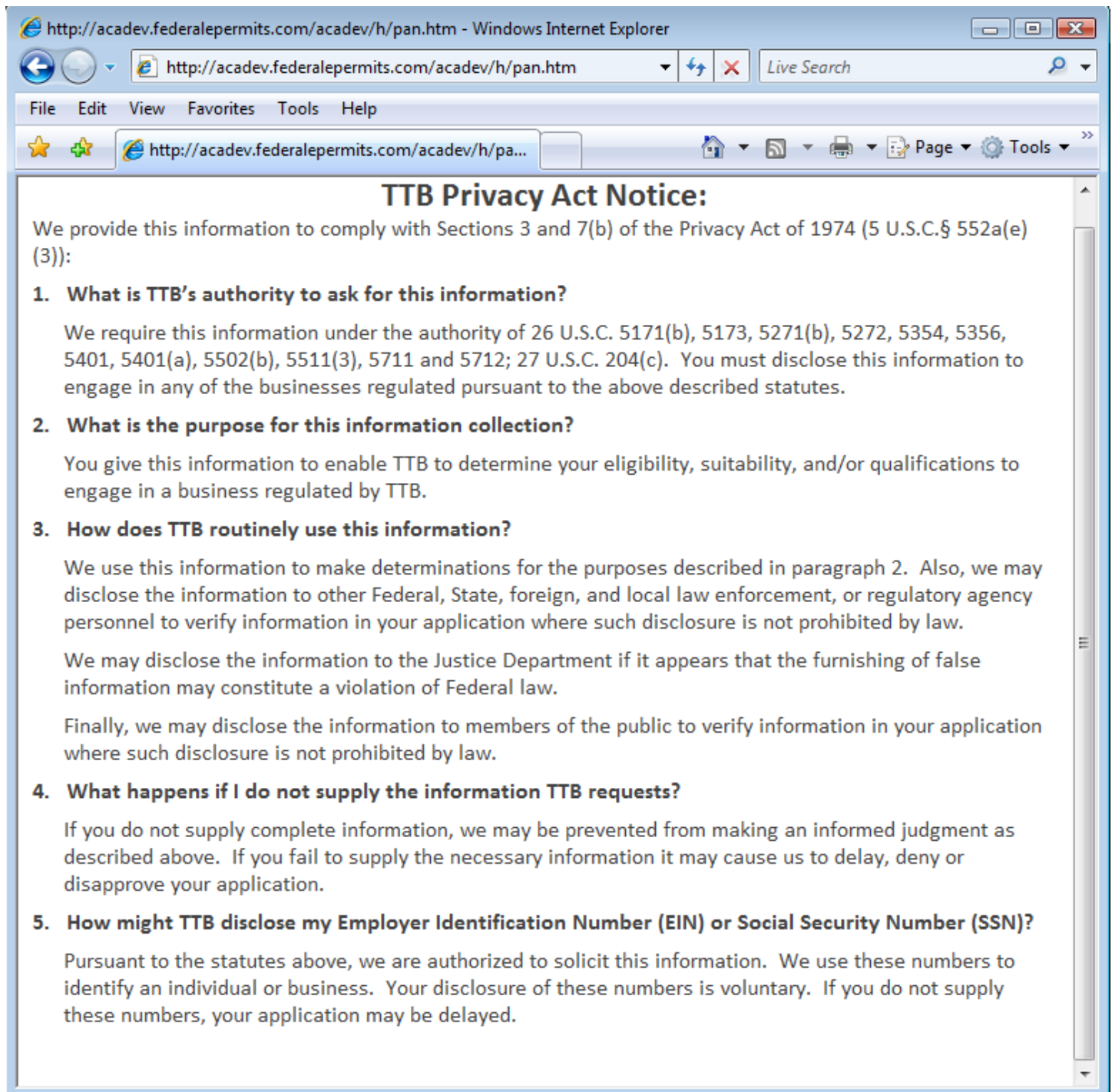
Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

## Privacy Act Statement Page

This page displays the consolidated Privacy Act Notice for the forms associated to the Winery 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:

### TTB Privacy Act Notice:

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 the Permits Online application.

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)

Logged in as: **Natasha Griffith** | [Collections \(2\)](#) | [Reports \(11\)](#) | [Account Management](#) | [Logout](#)

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### 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 »](#)

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### Select an Application Type

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

Owner Officer Information ▼

Application for Owner and Officer Information

[Continue Application »](#)

### Create a New Application: Step 1: Officer-Owner Applicant Name & Address

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

### Application for Owner and Officer Information

1 Applicant Name & Address    2 Applicant Information    3 Review and Submit    4 Record Submittal

#### Step 1 : Applicant Name & Address > Key Industry Member

\* indicates a required field.

#### Officer-Owner

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:

Address:

P.O. Box:

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

Country:

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

E-mail:

\* SSN:  Gender:  Female  Male

Birth Date:

Save and resume later:

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

This the main data entry page for the OOI/PQ information

Application for Owner and Officer Information



Step 2 : Applicant Information > Base Info

\* indicates a required field.

Applicaton Information

APPLICATION TYPES

- Bonded Winery: \*
- Bonded Wine Cellar - Blending: \*
- BWC (No Blending)/Taxpaid Wine Bottling House: \*
- Wholesaler/Importer: \*

BASIC INFORMATION

Permit - Registration Application Tracking Number (If Known)

\* Name Usually Used:

\* Have you ever been known by any other name (include nicknames, aliases)?  Yes  No

Other Names Used (Maiden name, nicknames, aliases):

If a married woman, give full maiden name:

If a married woman, give date of marriage:

\* Place of Birth City:

\* Place of Birth State:

\* Are you a US Citizen?:  Yes  No

\* Have you lived outside of the United States within the past 10 years?:  Yes  No

\* 1. Have you ever been arrested for any violation of any Federal or State law relating to liquor or tobacco products?  Yes  No

If YES to question 1 - explain (Charges for minor traffic violations need not be reported)

\* 2. Have you ever been arrested for violation on any other Federal or State Law?:

Yes  No

If YES to question 2 - explain (Charges for minor traffic violations need not be reported):

\* 3. Have you ever been convicted of any felony or misdemeanor under Federal or State Law?:

Yes  No

If YES to question 3 - explain (Charges for minor traffic violations need not be reported):

\* 4. Has disapproval ever been given to any application or notice of intention to manufacture, use, store, rectify, bottle, distribute, sell, import, or transport alcohol, denatured spirits, distilled spirits, beer, wines, or tobacco products filed by you or any firm or corporation of which you were proprietor or a partner, officer, director, principal stockholder, or responsible employee?

Yes  No

If YES to question 4 - State name under which application was filed and reasons for disapproval.

---

#### AMENDED INFORMATION

\* Is this application being completed in conjunction with an amended permit or registration?

Yes  No

1. Has this person ever been arrested, charged or convicted of Federal, State or Foreign Laws?:

Yes  No

If Yes to Question1 - Explain:

2. Been denied a permit, license or authorization to manufacture, distribute, import or sell?:

Yes  No

If Yes to question 2 - Explain:

---

#### SUPPLEMENTAL INFORMATION

5. Are you rated by any Commercial Credit Reporting Agency?: \*

Yes  No

If YES to question 5, give name and address of agency and details of Rating:

Height (Ft)

Height (In)

Weight:

Color of Hair:

Color of Eyes:

Fathers Name:

Mothers Maiden Name:

6. Have you ever been compromised, by payment of penalties or otherwise, for any violation on and Federal law relating to internal revenue or customs taxation of distilled spirits, wines, beer, or tobacco products? \*

Yes  No

If YES to question 6 - explain:

If Naturalized, give Date and Location where Naturalization papers were issued: \*

If not a US citizen, give current citizenship status: \*

If not US Citizen, give Country of Citizenship: \*

--Select--

7. Have you as an individual or in connection with a partnership, firm, or corporation ever been connected with a Federal permit or approved notice to manufacture, use, store, rectify, bottle, distribute, sell, deal in, import, or transport alcohol, denatured spirits, distilled spirits, beer, wines, or tobacco products? \*

Yes  No

If YES to question 7. Permit Number, if known:

Name and Address under which permit was issued:

Period Covered:

If discontinued, when and why?:

If revoked, was settlement made of civil liabilities incurred thereunder?:

Yes  No

If yes, when?:

If no liabilities, so state:

8. Have you ever been or are you now employed by any person, firm, or corporation manufacturing or exporting tax-exempt tobacco products; producing, storing, rectifying, bottling, selling, importing or dealing in distilled spirits, wines, beer, alcohol, or denatured spirits; using or distributing denatured spirits; or using (other than for person use) distilled spirits or alcohol? \*

Yes  No

If YES to question 8 when Employed?:

In What Capacity:


Name and Address of Person, Firm or Corporation:

Remarks:

---


## 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. 

\* Declaration Date:

[Continue Application »](#)

Save and resume later: 



The Application Tables page allows the users to enter multiple records for each of the section: Employment Information, Bank Reference Information, Character-Business Reference and Residence Information.

## ON-LINE SERVICES

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

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### Application for Owner and Officer Information

1 [Applicant Name & Address](#) | 2 **Applicant Information** | 3 [Review and Submit](#) | 4 [Record Submittal](#)

Step 2 : [Applicant Information](#) > [Additional Info](#)

\* indicates a required field.

#### Application Tables

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

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

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

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

#### **EMPLOYMENT INFORMATION**

[Add row](#)

#### **BANK REFERENCE INFORMATION**

[Add row](#)


#### **CHARACTER - BUSINESS REFERENCE**

[Add row](#)

#### **RESIDENCE INFORMATION**

[Add row](#)

[Continue Application »](#)

Save and resume later: 



**Application for Owner and Officer Information**



**Step 2 : Applicant Information > Additional Info**

\* indicates a required field.

**Application Tables**



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

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

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

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

**EMPLOYMENT INFORMATION**

\* From:   To:   \* Position:

\* Name of Employer (Include Self Employment):  \* Address of Employer (Include Self Employment):

Delete row

Add row

**BANK REFERENCE INFORMATION**

\* Bank Name:  \* Bank Reference:  \* Bank Address:

\* Phone:

Delete row

Add row

**CHARACTER - BUSINESS REFERENCE**

\* Name of Reference:

\* Home Address:

\* Home Phone:

Business Name:

Business Address:

Business Phone:

Delete row

Add row

**RESIDENCE INFORMATION**

\* From:


To:

\* Address:

Delete row

Add row

Continue Application »

Save and resume later: 

## Create a New Application: Step 3: Review and Submit

The Review and Submittal Page allows the user to confirm all the answers before submitting.

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### Application for Owner and Officer Information



#### Step 3 : 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 Owner and Officer Information

##### Officer-Owner

[Edit](#)

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

Natasha Griffith  
\*\*\*-\*\*-1111  
1767 King Street  
Alexandria, VA, 22314  
United States

Primary Phone:703-555-1212  
Alternate Phone:703-555-2222  
Fax:710-355-5333  
natasha.griffith@ttb.gov

##### Applicaton Information

[Edit](#)

#### APPLICATION TYPES

Bonded Winery:	Yes
Bonded Wine Cellar - Blending:	No
BWC (No Blending)/Taxpaid Wine Bottling House:	No
Wholesaler/Importer:	No

#### BASIC INFORMATION

Permit - Registration Application Tracking Number (if Known)

Name Usually Used: TEST

Have you ever been known by any other name (include nicknames, aliases)? No

Other Names Used (Maiden name, nicknames, aliases):

If a married woman, give full maiden name:

If a married woman, give date of marriage:

Place of Birth City: TEST

Place of Birth State: VA

Are you a US Citizen?: Yes

Have you lived outside of the United States within the past 10 years?: No

1. Have you ever been arrested for any violation of any Federal or State law relating to liquor or tobacco products? No

If YES to question 1 - explain (Charges for minor traffic violations need not be reported)

2. Have you ever been arrested for violation on No  
any other Federal or State Law?:

If YES to question 2 - explain (Charges for  
minor traffic violations need not be reported):

3. Have you ever been convicted of any felony No  
or misdemeanor under Federal or State Law?:

If YES to question 3 - explain (Charges for  
minor traffic violations need not be reported):

4. Has disapproval ever been given to any No  
application or notice of intention to manufacture,  
use, store, rectify, bottle, distribute, sell, import,  
or transport alcohol, denatured spirits, distilled  
spirits, beer, wines, or tobacco products filed by  
you or any firm or corporation of which you  
were proprietor or a partner, officer, director,  
principal stockholder, or responsible employee?

If YES to question 4 - State name under which  
application was filed and reasons for  
disapproval.

---

#### AMENDED INFORMATION

Is this application being completed in No  
conjunction with an amended permit or  
registration?

1. Has this person ever been arrested, charged  
or convicted of Federal, State or Foreign Laws?:

If Yes to Question1 - Explain:

2. Been denied a permit, license or authorization  
to manufacture, distribute, import or sell?:

If Yes to question 2 - Explain:

---

#### SUPPLEMENTAL INFORMATION

5. Are you rated by any Commercial Credit  
Reporting Agency?:

If YES to question 5, give name and address of  
agency and details of Rating:

Height (Ft)

Height (In)

Weight:

Color of Hair:

Color of Eyes:

Fathers Name:

Mothers Maiden Name:

6. Have you ever been compromised, by No  
payment of penalties or otherwise, for any  
violation on and Federal law relating to internal  
revenue or customs taxation of distilled spirits,  
wines, beer, or tobacco products?

If YES to question 6 - explain:

If Naturalized, give Date and Location where  
Naturalization papers were issued:

If not a US citizen, give current citizenship  
status:

If not US Citizen, give Country of Citizenship:

7. Have you as an individual or in connection No  
with a partnership, firm, or corporation ever  
been connected with a Federal permit or  
approved notice to manufacture, use, store,  
rectify, bottle, distribute, sell, deal in, import, or  
transport alcohol, denatured spirits, distilled  
spirits, beer, wines, or tobacco products?

If YES to question 7. Permit Number, if known:

If YES to question 7. Permit Number, if known:

Name and Address under which permit was issued:

Period Covered:

If discontinued, when and why?:

If revoked, was settlement made of civil liabilities incurred thereunder?:

If yes, when?:

If no liabilities, so state:

8. Have you ever been or are you now employed by any person, firm, or corporation manufacturing or exporting tax-exempt tobacco products; producing, storing, rectifying, bottling, selling, importing or dealing in distilled spirits, wines, beer, alcohol, or denatured spirits; using or distributing denatured spirits; or using (other than for person use) distilled spirits or alcohol? No

If YES to question 8 when Employed?:

In What Capacity:

Name and Address of Person, Firm or Corporation:

Remarks:

---

#### YOUR DECLARATION

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

Declaration Date: 07/27/2010

<b>Application Tables</b> <span style="float: right;"><input type="button" value="Edit"/></span>
--

Save and resume later:

## Create a New Application: Step 4: Record Submittal

Once the application is submitted, the Record Submittal page appears indicating the Application Tracking Number and Penalty of Perjury statement

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### Application for Owner and Officer Information

1 Applicant Name & Address   2 Applicant Information   3 Review and Submit   **4 Record Submittal**

#### Step 4 : Record Submittal

**Your application has been successfully submitted. Please record your application tracking number and retain a copy for your records.**

Thank you for using TTB's Permits Online.

**Your Tracking Number is OOI-2010-00037.**

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.



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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;

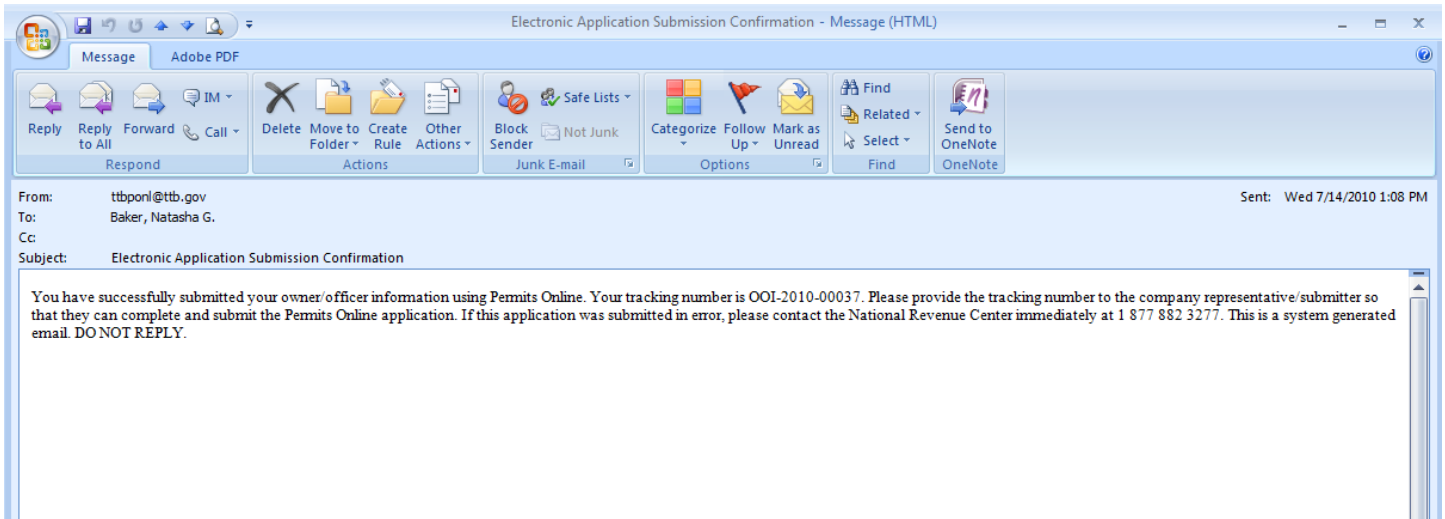
With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency; and

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)

## Create a New Application: Confirmation Email

An email confirmation message is sent to the submitter



## 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=67&repo - Windows Internet E...  
 http://acadev.federalepermits.com/acadev/Report/ShowReport.aspx?module=Alcohol&reportID=67&reportType=LINK\_REPORT\_LIST

1 / 6 75% Collaborate Sign

Find

OOI2010-00028 OMB No. 1513-002 (03/31/12)

DEPARTMENT OF THE TREASURY  
 ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
**PERSONNEL QUESTIONNAIRE - ALCOHOL AND TOBACCO PRODUCTS**  
 SUPPLEMENTAL TO APPLICATION FOR PERMIT FILED BY:

DATE  
06/22/2010

TRADE OR CORPORATE NAME TO BE USED (If any)		BUSINESS ADDRESS OF FIRM (No., street, city, State, and ZIP Code)		TELEPHONE NUMBER				
FULL NAME OF APPLICANT (Do not use initials)		NAME USUALLY USED		IF A MARRIED WOMAN, GIVE FULL MAIDEN NAME & DATE OF MARRIAGE				
NATASHA GRIFFITH		dfgdfg						
LEGAL RESIDENCE (No., street, city, State, and ZIP Code)		TELEPHONE NUMBER		BUSINESS ADDRESS (No., street, city, State, and ZIP Code)				
1767 KING STREET, ALEXANDRIA, VA 223141111		712-555-1212						
<input type="checkbox"/> MALE	HEIGHT	WEIGHT	COLOR OF HAIR	COLOR OF EYES	PLACE OF BIRTH	DATE OF BIRTH	SOCIAL SECURITY NO.	
<input checked="" type="checkbox"/> FEMALE	4352 FT 324 IN	324 LBS	324	324	fgh fghh	07/07/2003	554-31-6496	
POSITION OR TITLE			DESCRIPTION OF DUTIES OR RELATION TO THE PROPOSED OPERATION					
FATHER'S NAME			MOTHER'S MAIDEN NAME					
234			324					
If the answer to any of the following questions, 1 through 6, is "YES," give full details under remarks or on a separate sheet, taking care to number the reply to correspond with the question. Convictions, arrests, or charges for minor traffic violations need not be reported.							YES	NO
1. HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME (Include nicknames, aliases)?							X	
2. HAVE YOU EVER BEEN ARRESTED FOR ANY VIOLATION OF ANY FEDERAL OR STATE LAW RELATING TO LIQUOR OR TOBACCO PRODUCTS?								X
3. HAVE YOU EVER BEEN ARRESTED FOR VIOLATION OF ANY OTHER FEDERAL OR STATE LAW?								X
4. HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR UNDER FEDERAL OR STATE LAW?								X
5. HAVE YOU EVER BEEN COMPROMISED, BY PAYMENT OF PENALTIES OR OTHERWISE, FOR ANY VIOLATION OF ANY FEDERAL LAW RELATING TO INTERNAL REVENUE OR CUSTOMS TAXATION OF DISTILLED SPIRITS, WINES, BEER, OR TOBACCO PRODUCTS?								X
6. HAS DISAPPROVAL EVER BEEN GIVEN TO ANY APPLICATION OR NOTICE OF INTENTION TO MANUFACTURE, USE, STORE, RECTIFY, BOTTLE, DISTRIBUTE, SELL, IMPORT, OR TRANSPORT ALCOHOL, DENATURED SPIRITS, DISTILLED SPIRITS, BEER, WINES, OR TOBACCO PRODUCTS FILED BY YOU OR ANY FIRM OR CORPORATION OF WHICH YOU WERE PROPRIETOR OR A PARTNER, OFFICER, DIRECTOR, PRINCIPAL STOCKHOLDER, OR RESPONSIBLE EMPLOYEE?								X

Done Unknown Zone | Protected Mode: On