

Permits Online (PONL)
Application for Brewery or Brewpub
Approved under OMB No. 1513-0005

Information on PONL is available on the TTB website at: <https://www.ttb.gov/ponl/customer-support>.

PONL Login Screen is at: <https://www.ttbonline.gov/permitsonline/Default.aspx>.

=====

PONL Login Screen:

The PONL Terms of Use, Privacy Act, Privacy Impact Assessment, and the Paperwork Reduction Act Notice statements for PONL are shown at the end of this document, beginning on page 36.

PONL Welcome and Rules and Responsibilities Screens:

The screenshot shows the TTB Permits Online interface. At the top, the TTB logo and "Alcohol and Tobacco Tax and Trade Bureau" are on the left, and "Permits Online" is on the right. Below the header, navigation links include "Announcements", "Logged in as: Michael Hoover", "Accessibility Support", "My Record Collections (0)", "Account Management", and "Log out". A secondary navigation bar contains "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Welcome Michael Hoover" and states "You are now logged in." Below this, a section titled "What do you want to do today?" lists several options:

- Apply for new permits, registrations or notices** ▶: Build a package of the applications you'll need in order to get your approvals. Here's [what you'll need to gather](#) before starting.
- Amend approved permits, registrations or notices** ▶: Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more.
- Fill out a Personnel Questionnaire (PQ)** ▶: PQs are required for owners, officers, and others associated with the business. Learn more about [who needs to fill out PQs](#) and how the PQ fits into the application process.
- Link additional records to my account** ▶: Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your [My Submissions](#) page.
- Submit an Alcohol Dealer Registration - Alcohol** ▶: Submit an Alcohol Dealer Registration
- Submit an SOT (Special Occupational Tax) - Tobacco** ▶: Submit an SOT form renewal/return - Tobacco

On the right side, a yellow box titled "Helpful resources:" contains the following links:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)
- [See more online help](#) ▶

On the screen shown above, a New Brewer's Notice applicant will select "Apply for new permits, registrations or notices." Users will then see the following PONL Rules and Responsibilities page.

The screenshot shows the "Rules and Responsibilities" screen. At the top, the TTB logo and "Alcohol and Tobacco Tax and Trade Bureau" are on the left, and "Permits Online" is on the right. Below the header, navigation links include "Announcements", "Logged in as: Michael Hoover", "My Record Collections (0)", "Reports (15)", "Account Management", and "Log out". A secondary navigation bar contains "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Rules and Responsibilities" and contains the following text:

Please read and accept the rules and responsibilities.

Under penalty 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

I have read and I accept the above rules and responsibilities.

[Continue »](#)

The entire PONL Rules and Responsibilities Statement reads as follows:

Under penalty 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 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;

With respect to applications for Industrial Alcohol User Permits, I understand that any permit issued is subject to the following conditions: (1) that all employees conform to all of the laws of the United States relating to the manufacture, taxation, and control of and traffic in intoxicating liquors and all regulations pursuant to these laws, in force now or later while on the permit premises; (2) that I must pay the tax, with interest and penalties, on all alcohol diverted while being transported to me, and on all alcohol withdrawn, transported, used, or disposed of by me in violation of the laws and regulations, in force now or later; (3) that all persons interested in the business to be conducted under this permit are, under the laws and regulations, qualified to receive the privileges applied for, and (4) that specially denatured and tax-free spirits will be stored and secured in accordance with the requirements of 27 CFR, Parts 20 and 22.

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 pursuant to the routine uses in TTB’s System of Records Notice (SORN).

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.

=====

After reading and accepting the PONL Rules and Responsibilities, and clicking “Continue,” the user will see the “New Applications Wizard,” as shown below.

New Applications Wizard, Step 1 - Determine Applications Screens:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
--------------------------	----------	-----------------------	---------------------------

Step 1: Determine applications >>

This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to get your TTB permits, registrations, and/or notices.

* indicates a required field

Application Contact

Please verify your contact information as the person filling out this application package; if it is incorrect update [your information](#) and then start a new application package.

You must have [authority to submit this application package](#) on behalf of the business.

Michael D. Hoover

Michael.Hoover@ttb.gov
202-453-2135

1310 G Street, NW., Box 12
Washington, DC, 20005

Premises Address

Please tell us the address of the physical location where the operation(s) will take place.

Street # <input type="text"/>	Fraction ? <input type="text"/>	Direction ? --Select--	*Street Name ? <input type="text"/>	Street Type --Select--	Street Suffix ? --Select--
----------------------------------	---	--	---	---------------------------	--

Unit Type ? --Select--	Unit Number ? <input type="text"/>
--	--

Rural Address Line 1 ?

Do not re-enter your Street Address

Rural Address Line 2 ?

Do not re-enter your Street Address

*City <input type="text"/>	*State --S--	* ZIP Code <input type="text"/>	County <input type="text"/>
-------------------------------	-----------------	------------------------------------	--------------------------------

New Applications Wizard, Step 1 – Determine Applications Screens, continued:

Under “Commodity Selection,” the user will select “Alcohol.” PONL will then present the user with the list of alcohol permit types, and the user will select “Brewer,” and, under “Application Types,” the user will select “Brewery / Brewpub.”

COMMODITY SELECTION

You can fill out applications for multiple operations (e.g. brewing and distilling) as part of this application package as long as the operations are for the same business and occur at the same premises location.

* Which commodity type do you need to apply for?:

From the list below, select all that apply for this premises location:

- Wholesaler / importer:
- Brewery:
- Spirits (distillery / industrial use):
- Wine (producer / cellar / bottler):

Select Application(s)

APPLICATION TYPES

Based on what you’ve told us, here are the applications that best match your planned operations. Please select all that are appropriate for this premises location.

If you don’t see an application that fits your operation, check our [list of application types that are not available via Permits Online](#) and follow the instructions for mailing in your application package instead.

Brewery / Brewpub:

New Applications Wizard, Step 1 – Determine Applications Screens, continued:

The user then completes Entity Information and confirms that the provided information is correct.

Business Entity

ENTITY INFORMATION

Tell us about the business and the people that will be involved in this operation.

* Business structure:

State where incorporated or organized: *

* Employer Identification Number (EIN):

* Is this EIN associated with an approved permit, notice or registration or pending application with TTB?: Yes No

* What is the legal name of the business? Sole proprietors should enter the owner's name:

* Are you going to be a tenant in an alternating proprietorship arrangement?: Yes No

* As part of this process, we need some personal background information about owners, officers, and others associated with the business; this information is collected through the Personnel Questionnaires (PQ) (formerly called OOs). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted? :

* How many blank PQ applications should we add to your application package (don't count those that are being submitted separately)? :

Make Sure Your Answers are Correct

CONFIRM

Thanks for telling us about your business and operation(s)! We're almost ready to build your custom application package. Before we do so, please review your answers to the questions above and be sure they are correct.

ARE YOU SURE? You can't change your answers after leaving this screen (they are used to build your package).

* I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises:

[Continue »](#)

The user then will see a Review screen summarizing the data entered in Step 1, as shown on the following page.

New Applications Wizard, Step 2 – Review Screen:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
--------------------------	----------	-----------------------	---------------------------

Step 2: Review

[Continue »](#) [Save and resume later](#)

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

If you are submitting alcohol or tobacco permits/registrations/notices, please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

If you are submitting an SOT you will be able to make edits to your answers by using the numbered tabs at the top of the page.

New Applications Wizard

Application Contact

Michael D. Hoover 1310 G Street, NW, Box 12 Washington, DC, 20005 United States	Primary Phone:202-453-2135 Email Address:Michael.Hoover@ttb.gov
--	--

Premises Address

1310 G ST NW
Washington DC 20005

COMMODITY SELECTION

Which commodity type do you need to apply for?: Alcohol

Wholesaler / importer: No

Brewery: Yes

Spirits (distillery / industrial use): No

Wine (producer / cellar / bottler): No

Select Application(s)

APPLICATION TYPES

Brewery / Brewpub: Yes

Business Entity

ENTITY INFORMATION

Business structure: Limited Liability Company

State where incorporated or organized: DC

Employer Identification Number (EIN): 09-8765432

Is this EIN associated with an approved permit, notice or registration or pending application with TTB?: No

What is the legal name of the business? Sole proprietors should enter the owner's name: TTB Brewery

Are you going to be a tenant in an alternating proprietorship arrangement?: No

As part of this process, we need some personal background information about owners, officers, and others associated with the business; this information is collected through the Personal Questionnaires (PQ) (formerly called OOs). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted? : NO PQs will be submitted separately; I will fill them all out in this package.

How many blank PQ applications should we add 1 to your application package (don't count those that are being submitted separately)?:

Make Sure Your Answers are Correct

CONFIRM

I have reviewed my answer choices and confirm Yes that they accurately reflect my proposed operation(s) at this premises:

[Continue »](#) [Save and resume later](#)

New Applications Wizard, Step 3 – Applications Package Screen:

Home My Submissions Resume Draft Help

New Applications Wizard

1 Determine applications 2 Review 3 Application package 4 Payment (if applicable) 5 Submission confirmation

Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select "Start" to begin each application.

Once all applications are in "Ready to submit (edit)" status, you may select the "Submit application package" button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Brewery or Brewpub	Start
Application for Original Entity	Start
Personnel Questionnaire	Start

Submit Application Package » Save and resume later

This screen shows the user the types of applications the user must complete. For New Brewer's Notice applicants:

- (1) The user will select and complete the "Application for Brewer or Brewpub."
- (2) A user with no other existing TTB permits will also complete the Application for Original Entity. If an entity holding an existing TTB permit, registration, or notice is applying for a New Brewer's Notice, this application will not appear.
- (3) If applicable, users will also complete one or more Personnel Questionnaires. The Personnel Questionnaire information is approved separately under OMB No. 1513-0002, and, therefore, those screens are not shown in this document. The Personnel Questionnaire portion of PONL is equivalent to TTB F 5000.9, Personnel Questionnaire – Alcohol and Tobacco Products.

After the user selects "Application for Brewery or Brewpub," PONL presents the screens shown on the following pages.

Application for Brewery or Brewpub, Step 1 – Mailing Address Screens:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Brewery or Brewpub

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
-------------------	-------------------------	--------------------	-----------------------------	-------------------------	---	---

Step 1: Mailing address >>

* indicates a required field

Application Contact

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update [your information](#) and then start a new application package.

Michael D. Hoover

Michael.Hoover@ttb.gov
202-453-2135

1310 G Street, NW., Box 12
Washington, DC, 20005

Entity Information

ENTITY INFORMATION

This is the business information you provided earlier in the application process.

Business Name:

EIN:

REGISTRATION INFORMATION

Brewer's Notice Registry Number:

Application for Brewery or Brewpub, Step 1 – Mailing Address Screens, continued:

Premises Address

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

Street # 1310	Fraction ? <input type="text"/>	Direction ? --Select--	* Street Name ? G	Street Type ST	Street Suffix ? NW
Unit Type ? --Select--	Unit Number ? <input type="text"/>				
Rural Address Line 1 ? <i>Do not re-enter your Street Address</i>					
Rural Address Line 2 ? <i>Do not re-enter your Street Address</i>					
* City Washinton	* State DC	* ZIP Code 20005	County <input type="text"/>		

Mailing Address

Please provide the address where mail regarding this operation should be sent.

Auto Fill	New	
Continue »	« Back to Application Package	Save and resume later

NOTE: Selecting “Auto Fill” will populate contact information provided earlier as the mailing address, while selecting “New” will provide a screen to enter mailing address information. See the following page.

Application for Brewery or Brewpub, Step 1 - Mailing Address, continued:

If New information is required, the user is presented with this screen:

Contact Information

x

Business Mailing Name:

* First Name: [?](#) Middle Name: Last Name:

Address (Legal Residence):*

P.O. Box: *

* City: * State: [?](#) * ZIP Code
 --Select

Country:

Primary Phone: Alternate Phone: Fax:

Email Address: [?](#)

[Continue](#) [Clear](#) [Discard Changes](#)

If the user selects Auto-Fill, or after the user enters New Information, PONL shows the completed mailing address information:

Mailing Address

Please provide the address where mail regarding this operation should be sent.

✔ Contact added successfully.

Michael D. Hoover

Michael.Hoover@ttb.gov
 202-453-2135

**1310 G Street, NW., Box 12
 Washington, DC, 20005**

[Edit](#) [Remove](#)

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)

Application for Brewery or Brewpub, Step 2 – Operation Description Screens:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Brewery or Brewpub

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
-------------------	-------------------------	--------------------	-----------------------------	-------------------------	---	---

Step 2: Operation description >>

* indicates a required field

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name :

REASON FOR THE APPLICATION

New brewery / brewpub: *

BREWERY OPERATION INFO

Please identify if you plan to operate as a brewery or as a brewpub.

Brewery: *

Brewpub:

Do you own the brewery premises?: * Yes No

Enter the start time of your 24 hour business day if different than 12:00 AM through 11:59 PM:

BREW PUB STATEMENT

Complete the statements below acknowledging that you understand the responsibilities of conducting brewpub operations.

This section will be blank if you did not select Brewpub as your operation type.

If the user selects "Brewpub," the following screen will appear in place of the above screen:

Application for Brewery or Brewpub, Step 2 – Operation Description (Brewpub screen)

Application for Brewery or Brewpub

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
-------------------	-------------------------	--------------------	-----------------------------	-------------------------	---	---

Step 2: Operation description >>

* indicates a required field

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name :

REASON FOR THE APPLICATION

New brewery / brewpub: *

BREWERY OPERATION INFO

Please identify if you plan to operate as a brewery or as a brewpub.

Brewery:

Brewpub: *

Do you own the brewery premises?: * Yes No

If no, please provide the name and address of the owner of the land or buildings which house the brewery, and any mortgagee, or any other person with claim on the land or buildings: *

Enter the start time of your 24 hour business day if different than 12:00 AM through 11:59 PM:

BREW PUB STATEMENT

Complete the statements below acknowledging that you understand the responsibilities of conducting brewpub operations.

This section will be blank if you did not select Brewpub as your operation type.

We must separate the brewery operations (non-public area) from public area of the brewery premises by an adequate partition. Access to the brewery operations must be restricted to authorized visitors and employees only: *

The serving tanks as noted on our attached diagram are our tax-determined beer tanks: *

What is the approximate working capacity of the serving tanks (measured in barrels or kegs)?: *

The capacity of the serving tanks is measured in: *

These tanks are accurately calibrated with appropriate measuring devices: *

We must transfer beer ready for consumption or sale from our fermenters into an empty tax-determination tank for measurement by the approved measuring device: *

We will make prompt and accurate records of these transactions to determine tax due: *

Do you plan to conduct retail sales of alcohol other than beer?: * Yes No

Application for Brewery or Brewpub, Step 2 – Operation Description Screens, continued:

BREWERY INFORMATION

Are you a member of a controlled group of breweries?: * Yes No

Will the controlled group produce more than 60,000 but not more than 2,000,000 barrels of beer per year?: * Yes No

What is your estimated production in barrels per year?: *

I certify that I AM required to provide a bond: *

I certify that I AM NOT required to provide a bond:

Describe the entire tract of land by using directions and distances: *

Describe each brewery premises building: provide size (using distances and directions), construction, use of building, and location of doors and windows: *

Will you be Alternating: * Yes No

Describe any area of the brewery that will be shared with another TTB approved business or commodity, including all floors, rooms, and equipment: *

Describe brewery security to include; locks, access to the brewery and how un-taxpaid goods will be protected during and after business hours: *

Will you have a tasting room?: * Yes No

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)

If user selects “Yes” for “Will you have a tasting room?” the following questions appear to the user:

Do you plan to charge for samples, tours, and/or parking?: * Yes No

Do you understand that the tasting room must be physically separated from the brewing area(s)? This usually consists of walls with a locked door or a fence with a locking gate: * Yes No

Do you understand that if a brewery charges for samples, parking, or tours, the tasting room cannot be part of the brewery premises and you must tax pay the beer before removing it to the tasting room?: * Yes No

Do you understand you cannot run lines from the brewery to the tasting room (beer should be tax paid and removed to the tasting room in kegs or some other type of TTB approved container): * Yes No

Describe how the tasting room will be physically separated from the brewing area(s): *

Application for Brewery or Brewpub, Step 3 – Additional Information Screens:

PONL allows the user to add additional information. The first category is “Alternation of Premises.”

Home
My Submissions
Resume Draft
Help

Application for Brewery or Brewpub

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
-------------------	-------------------------	--------------------	-----------------------------	-------------------------	---	---

Step 3: Additional info. >>

* indicates a required field

Step 3a

ALTERNATION OF PREMISES

Alternation of premises means the premises is used by the same owner to conduct different operations (e.g. winery and brewery). If applicable, select "Add a Row" to identify each additional operation.

If you will be alternating you must also add a row in the Variance table below and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

You do not need to add a row for the operation covered by this application.

Showing 0-0 of 0

Select the type of operation you are alternating with	Permit Number (if known)	Registry Number (if known)	Operating Permit Number (if known)	Brewer's Notice Number (if known)	Application Tracking Number
No records found.					

Add a Row
▼
Edit Selected
▶
Delete Selected

If the brewer intends to alternate their premises, the user selects “Add a Row,” and the user will see the following screen:

ALTERNATION OF PREMISES

Alternation of premises means the premises is used by the same owner to conduct different operations (e.g. winery and brewery). If applicable, select "Add a Row" to identify each additional operation.

If you will be alternating you must also add a row in the Variance table below and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

You do not need to add a row for the operation covered by this application.

*Select the type of operation you are alternating with:

Permit Number (if known): Registry Number (if known):

Operating Permit Number (if known): Brewer's Notice Number (if known):

Application Tracking Number:

OK
Cancel

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

Next is “Alternation of Proprietors:”

ALTERNATION OF PROPRIETORS

If you are sharing the use of the premises with any other companies, select “Add a Row” for each additional proprietor conducting operations at this location. You don’t need to add a row for your company.

If you will be alternating you must also add a row in the Variance table below and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

You can skip this section if it doesn’t apply to you.

Showing 0-0 of 0

Select your role in the alternating arrangement	Host name	Host permit number (if known)	Host registry number (if known)	Tenant name	Tenant permit number (if known)	Tenant registry number (if known)	Co-tenant name	Co-tenant permit number (if known)	Co-tenant registry number (if known)	Host tracking number (if known)
---	-----------	-------------------------------	---------------------------------	-------------	---------------------------------	-----------------------------------	----------------	------------------------------------	--------------------------------------	---------------------------------

No records found.

If the brewer intends to alternate proprietors at their premises, the user selects “Add a Row,” and the user will see the following screen:

ALTERNATION OF PROPRIETORS

If you are sharing the use of the premises with any other companies, select “Add a Row” for each additional proprietor conducting operations at this location. You don’t need to add a row for your company.

If you will be alternating you must also add a row in the Variance table below and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

You can skip this section if it doesn’t apply to you.

*Select your role in the alternating arrangement:

Host name: Host permit number (if known):

Host registry number (if known): Tenant name: Tenant permit number (if known):

Tenant registry number (if known): Co-tenant name: Co-tenant permit number (if known):

Co-tenant registry number (if known): Host tracking number (if known):

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

Next is “Non-Contiguous Locations:”

NON-CONTIGUOUS LOCATIONS

If any part of your operation will take place at a location that is not adjacent to the premises location, select “Add a Row” for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn’t apply to you.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary premises (in miles)	Describe the proposed operations to occur at this non-contiguous location
No records found.			

If the brewer will have one or more location that is non-contiguous location to the brewery, the user selects “Add a Row,” and the user will see the following screen:

NON-CONTIGUOUS LOCATIONS

If any part of your operation will take place at a location that is not adjacent to the premises location, select “Add a Row” for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn’t apply to you.

* Non-contiguous Location Address:

Description of Non-contiguous Location:

Driving distance from the primary premises (in miles):

Describe the proposed operations to occur at this non-contiguous location:

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

Next is “Members of Controlled Group:”

MEMBERS OF CONTROLLED GROUP

If you are a member of a controlled group, select “Add a Row” to identify each member of the controlled group. Types of controlled groups: One brewery owns controlling interest in another brewery or a common ownership in the controlling interest in each brewery.

You can skip this section if you are not a member of a controlled group.

Showing 0-0 of 0

Employer Identification Number	Brewer’s Notice Registry Number	Company Name	Brewery Location	Barrels of Beer at Reduced Rate per year
No records found.				
<input type="button" value="Add a Row"/> <input type="button" value="Edit Selected"/> <input type="button" value="Delete Selected"/>				

Clicking “Add a Row” presents this screen to the user:

MEMBERS OF CONTROLLED GROUP

If you are a member of a controlled group, select “Add a Row” to identify each member of the controlled group. Types of controlled groups: One brewery owns controlling interest in another brewery or a common ownership in the controlling interest in each brewery.

You can skip this section if you are not a member of a controlled group.

* Employer Identification Number:

Brewer’s Notice Registry Number:

Company Name:

Brewery Location:

Barrels of Beer at Reduced Rate per year: ?

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

The Brewers Bond information collection is approved under OMB No. 1513–0015. (This screen is equivalent to TTB F 5130.22, Brewer’s Bond, or TTB F 5130.25, Brewer’s Collateral Bond.)

BREWERS BOND

If you are required to furnish a bond, select “Add a Row” to provide your Brewer’s Bond information ([find out if you need a bond](#)).

You will also be required to upload a matching bond form on the next page. If you are required to obtain a Brewer’s Bond and you plan to have a surety company issue your bond, use [TTB F 5130.22](#). If paying by check or by Treasury Security use [TTB F 5130.25](#).

You can skip this section if you are not required to furnish a bond.

Showing 0-0 of 0

Bond kind	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	Bond category	Enter surety name	Enter surety bond number	Enter T-Note/bond - CUSIP number	Enter T-Note/bond - maturity date	Enter T-Note/bond - interest rate	Enter T-Note/bond - par value	Enter T-Note/bond - issue date	Enter expiration date
-----------	--	---------------------	---------------	-------------------	--------------------------	----------------------------------	-----------------------------------	-----------------------------------	-------------------------------	--------------------------------	-----------------------

No records found.

< >

Add a Row
Edit Selected
Delete Selected

The Consent of Surety information collection is approved under OMB No. 1513–0013, Change of Bond (Consent of Surety), and is equivalent to TTB F 5000.18, Change of Bond (Consent of Surety).

CONSENT OF SURETY

If you are required to furnish a bond and you will also use that bond to cover additional operations, select “Add a Row” for each reason you need to extend the terms of your bond. See a [list of examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A [TTB Form 5000.18, Change in Bond \(Consent of Surety\)](#) must be completed and uploaded later in this application.

You can skip this section if it doesn’t apply to you.

Showing 0-0 of 0

Enter the name of the corporate surety	Select the type of bond you are changing	Enter the total dollar amount of the bond	Enter the effective date of this bond change	Describe the proposed change to your existing bond
--	--	---	--	--

No records found.

Add a Row
Edit Selected
Delete Selected

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

Last on the Step 3 – Additional Information screen is “Request for Variance:”

REQUEST FOR VARIANCE

Select “Add a Row” for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).

You can skip this section if it doesn’t apply to you.

Showing 0-0 of 0

Select type of variance, alternate method, or procedure	Description of request	Status (for TTB use)	Comments (for TTB use only)
No records found.			

Clicking “Add a Row” presents this screen to the user:

X

REQUEST FOR VARIANCE

Select “Add a Row” for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).

You can skip this section if it doesn’t apply to you.

* Select type of variance, alternate method, or procedure: ?
 Description of request:
 Status (for TTB use): (

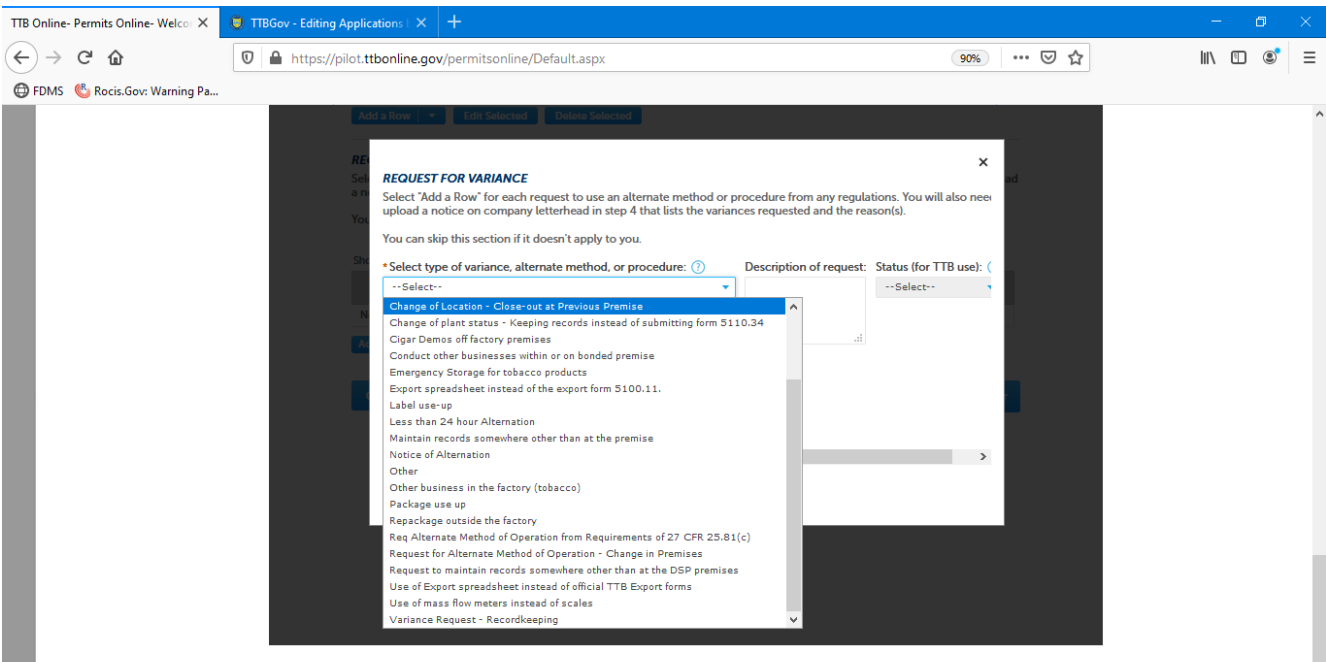
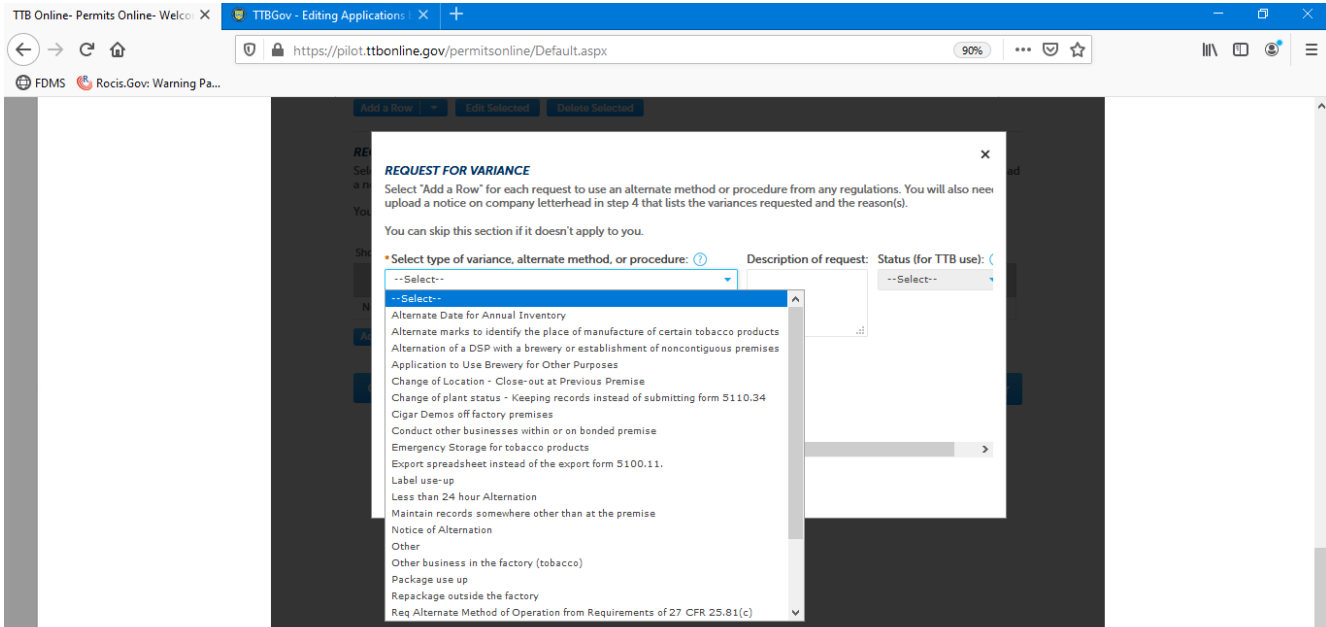
--Select--

TTB will provide comments after reviewing your request.

< >

Application for Brewery or Brewpub, Step 3 – Additional Information Screens, continued:

From the drop down menu under “Select type of variance, alternative method, or procedure,” the user may select the appropriate request:



After completing the appropriate screens, the user will click the “Continue” button to continue the Brewer’s Notice application:



Application for Brewery or Brewpub, Step 4 – Upload Required Documents Screen:

User uploads, as appropriate, required supporting document for the Brewer's Notice application:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Brewery or Brewpub

1	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7
---	-------------------------	--------------------	-----------------------------	-------------------------	----------	---

Step 4: Upload required documents >>

* indicates a required field

Step 4a

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- Documents you plan to upload: Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- Documents already on file with TTB: Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-1 of 1

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		Actions ▾

Edit Selected

Step 4b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

Add

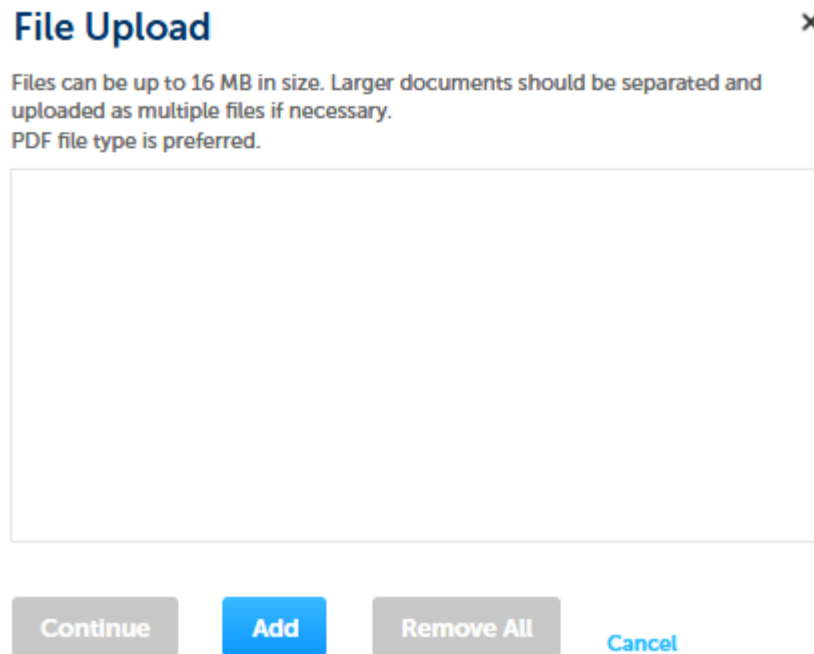
Continue »

« Back to Application Package

Save and resume later

Application for Brewery or Brewpub, Step 4 - Upload Required Documents, continued:

Clicking “Add” under Upload Required Documents” presents the user with this screen:



The screenshot shows a modal dialog box titled "File Upload" with a close button (X) in the top right corner. Below the title, there is instructional text: "Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred." Below the text is a large, empty rectangular area for file uploads. At the bottom of the dialog, there are four buttons: "Continue" (disabled, grey), "Add" (active, blue), "Remove All" (disabled, grey), and "Cancel" (active, blue).

After uploading the required documents, the user clicks “Continue;”



The screenshot shows three buttons in a horizontal row. On the left is a blue button with the text "Continue »". In the middle is a blue link with the text « Back to Application Package. On the right is a blue button with the text "Save and resume later".

Application for Brewery or Brewpub, Step 5 – Declare and Acknowledge Screen:

The user then completes Step 5.

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Brewery or Brewpub

1	2	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7 Application package
---	---	--------------------	-----------------------------	------------------------------------	----------	-----------------------

Step 5: Declare & acknowledge >>

* indicates a required field


Declaration

DECLARE AND ACKNOWLEDGE

By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.

You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center.

I declare under penalties of perjury under the laws of the United States of America, 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: * 

[« Back to Application Package](#)

Application for Brewery or Brewpub, Step 6 – Review Screen:

The user then reviews the information entered in Steps 1 – 5.

Application for Brewery or Brewpub

1	2	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7 Application package
---	---	--------------------	-----------------------------	-------------------------	----------	-----------------------

Step 6: Review

Continue »

« Back to Application Package

Save and resume later

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

If you are submitting alcohol or tobacco permits/registrations/notices, please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

[The entered Information is not shown.]

The user then clicks “Continue:”

Continue »

« Back to Application Package

Save and resume later

After completing the Application for Brewery or Brewpub, the user is returned to this screen, where they can select Application for Original Entity:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Payment (if applicable)	5 Submission confirmation
--------------------------	----------	-----------------------	---------------------------	---------------------------

Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select “Start” to begin each application.

Once all applications are in “Ready to submit (edit)” status, you may select the “Submit application package” button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Brewery or Brewpub 09-8765432 / TTB Brewery

Ready to submit (edit)

Application for Original Entity 09-8765432 / TTB Brewery

Start

Personnel Questionnaire

Start

Submit Application Package »

Save and resume later

Application for Original Entity – Step 1, View Contact Information Screen:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
----------------------------	-------------------------------	-----------------------------	-------------------------	----------	---

Step 1: View contact information >>

About the Entity Record

All of your business information is found in your Entity record. This includes your business name, EIN, ownership information, officers, powers of attorney, signing authorities, and trade names. Each permit, registration, or notice you apply for under this EIN will be associated with this Entity record. If you submit applications for more than one EIN, each EIN will have its own Entity record.



* indicates a required field

Application Contact

Please verify your contact information as the person preparing this application package; if it is incorrect update [your information](#) and then start a new application package.

Michael D. Hoover

JohnDoe@ttb.gov
555-555-5555

1310 G Street, NW., Box 12
Washington, DC, 20005

Business Entity

ENTITY INFORMATION

This is the business information you provided earlier in the application process. If your business has a website, you may provide it here.

* Business name:

* Employer Identification Number (EIN):

* Organization type:

State where incorporated or organized:

Business website:

Continue »

« Back to Application Package

Save and resume later

Application for Original Entity – Step 2, Key Personnel and Trade Names Screens:

The user will add information regarding company officers and owners in Step 2a by adding rows.

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
----------------------------	-------------------------------	-----------------------------	-------------------------	----------	---

Step 2: Key personnel & trade names >>

Please make sure to add yourself, the person filling out this application, to either the Signing Authority or Power of Attorney table.

* indicates a required field

Step 2a

OFFICER/OWNERSHIP INFORMATION

Select "Add a Row" and identify by name, each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.

You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.

Finally, you must also add a row for every company (do not include the company applying for this permit, notice or registration) or trust holding ownership in the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Officer/Owner Classification	How are you submitting the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	Employer Identification Number (EIN)	Suffix	Email Address	Title	Title if Other	List additional titles (if any)
No records found.												

<

>

Add a Row Edit Selected Delete Selected

Clicking "Add a Row" presents the following screen:

Application for Original Entity – Step 2, Key Personnel and Trade Names Screens, continued:


The user completes the Officer / Ownership Information screen:

OFFICER/OWNERSHIP INFORMATION

Select "Add a Row" and identify by name, each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.

You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.

Finally, you must also add a row for every company(do not include the company applying for this permit, notice or registration) or trust holding ownership in the business.

Removal Date (for TTB use only): ?	*Officer/Owner Classification: ?	How are you submitting the Personnel Questionnaire Information?: ?
<input type="text"/>	--Select--	--Select--
		
First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel Questionnaire Tracking Number: ?	Employer Identification Number (EIN): ?	Suffix:
<input type="text"/>	<input type="text"/>	--Select--
Email Address:	Title:	Title if Other:
<input type="text"/>	--Select--	<input type="text"/>
List additional titles (if any):	Company Name:	Trust Name: ?
<input type="text"/>	<input type="text"/>	<input type="text"/>

The screen continues:

*Percentage of Voting-Stock Interest:	Dollar amount invested in Business to date:	Financial Institution: Name, City and State: ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
State the source of the investment: ?	How will Source of Funds Documentation be Submitted? : ?	
<input type="text"/>	--Select--	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	

Application for Original Entity – Step 2, Key Personnel and Trade Names Screen, continued:

The information collection for Signing Authority is approved under OMB No. 1513-0036, Signing Authority for Corporate and LLC Officials, and is equivalent to TTB F 5100.1. The information collection for Power of Attorney is approved under OMB No. 1513-0014, and is equivalent to TTB F 5000.8

SIGNING AUTHORITY

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number	Email Address	Select your primary title
---------------------------------	---	---------------------------	------------	-------------	-----------	--------	---	---------	------	-------	----------	--------------	---------------	---------------------------

No records found.

< >

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

POWER OF ATTORNEY INFORMATION

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

Removal Date (for TTB use)	First Name	Middle Name	Last Name	Suffix	Address	City	State	ZIP Code	Phone Number	Fax Number	Email Address	Type	If limited, describe what they are authorized to do on behalf of the business	Effective Date (Must be on or before date of submittal)	Waived pre-lis
----------------------------	------------	-------------	-----------	--------	---------	------	-------	----------	--------------	------------	---------------	------	---	---	----------------

No records found.

< >

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

Application for Original Entity – Step 2, Key Personnel and Trade Names Screens, continued:

The user next completes Step 2b, Trade Names, if applicable:

Step 2b

TRADE NAMES

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. [Learn more about general trade name rules.](#)

Skip this section if it does not apply.

Showing 0-0 of 0

Removal Date (for TTB use)	Type	Trade Name	Who will you be bottling on account for?	I certify that the listed trade name has been registered with my county (CA) or state (all states)
----------------------------	------	------------	--	--

No records found.

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

Clicking "Add a Row" results in this screen:



TRADE NAMES

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. [Learn more about general trade name rules.](#)

Skip this section if it does not apply.

Removal Date (for TTB use): ?

*Type: ?

*Trade Name:

Who will you be bottling on account for?:

I certify that the listed trade name has been registered with my county (CA) or state (all states):

OK

Cancel

The user then clicks "Continue;"

Continue »

« Back to Application Package

Save and resume later

Application for Original Entity – Step 3 Upload Required Documents Screens:

The user next completes Step 3, Upload Required Documents.

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Original Entity

1	View contact information	2	Key personnel & trade names	3	Upload required documents	4	Declare & acknowledge	5	Review	6
---	--------------------------	---	-----------------------------	---	---------------------------	---	-----------------------	---	--------	---

Step 3: Upload required documents >>

* indicates a required field

Step 3a

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Meeting Minutes		Uploaded		Actions ▾
<input type="checkbox"/>	Organizational Documents		Uploaded		Actions ▾

[Edit Selected](#)

Step 3b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

[Add](#)

[Continue »](#) [« Back to Application Package](#)

[Save and resume later](#)

Application for Original Entity – Step 3 Upload Required Documents Screens, continued:

After adding the required documents, the screen appears as follows:

Step 3b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
Organizational Documents.docx	Organizational Documents	11.52 KB	10/12/2020	Actions ▼
Minutes.docx	Meeting Minutes	11.48 KB	10/12/2020	Actions ▼

Add

Continue »

« Back to Application Package

Save and resume later

Application for Original Entity – Step 4: Declare and Acknowledge Screen:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

Application for Original Entity

1	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6 Application package
---	-------------------------------	-----------------------------	-------------------------	----------	-----------------------

Step 4 : Declare & acknowledge >>

* indicates a required field

Declaration

DECLARE AND ACKNOWLEDGE

By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.

You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center.

I declare under penalties of perjury under the laws of the United States of America, 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 »

« Back to Application Package

Save and resume later

Application for Original Entity – Step 5 Review Screen:

Step 5: Review

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

If you are submitting alcohol or tobacco permits/registrations/notices, please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

If you are submitting an SOT you will be able to make edits to your answers by using the numbered tabs at the top of the page.

Application for Original Entity

Application Contact

Michael D. Hoover
1310 G Street, NW, Box 12
Washington, DC, 20005
United States

Primary Phone: 555-555-5555
Email Address: JohnDoe@ttb.gov

Business Entity

ENTITY INFORMATION

Business name: TTB Brewery
Employer Identification Number (EIN): 09-8765432
Organization type: Limited Liability Company
State where incorporated or organized: DC
Business website:

Step 2a

OFFICER/OWNERSHIP INFORMATION

Removal Date (for TTB use only)	Officer/Owner Classification	How are you submitting the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	Employer Identification Number (EIN)	Suffix	Email Address	Title
	Individual	Within this Application Package	John		Doe				brewer@brewertest.com	Ma

SIGNING AUTHORITY

Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number	Email Address
	Yes	Name	John		Doe		Yes	1310 G Street	Washington	DC	20005	555-555-5555	JD

POWER OF ATTORNEY INFORMATION

No entries for this section.

Step 2b

TRADE NAMES

No entries for this section.

Step 3a

REQUIRED DOCUMENT CHECKLIST

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
Meeting Minutes		Uploaded	
Organizational Documents		Uploaded	

Step 3b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
Organizational Documents.docx	Organizational Documents	11.52 KB	10/12/2020	Actions ▾
Minutes.docx	Meeting Minutes	11.48 KB	10/12/2020	Actions ▾

[Add](#)

Declaration

DECLARE AND ACKNOWLEDGE

I declare under penalties of perjury under the laws of the United States of America, 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: 10/12/2020

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)

After completing the Application for Original Entity, the user is returned to this screen, where they can select Personnel Questionnaire:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Payment (if applicable)	5 Submission confirmation
--------------------------	----------	-----------------------	---------------------------	---------------------------

Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select "Start" to begin each application.

Once all applications are in "Ready to submit (edit)" status, you may select the "Submit application package" button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Brewery or Brewpub 09-8765432 / TTB Brewery	Ready to submit (edit)
Application for Original Entity 09-8765432 / TTB Brewery	Ready to submit (edit)
Personnel Questionnaire	Start

Submit Application Package »

Save and resume later

NOTE: The Personnel Questionnaire information is approved separately under OMB No. 1513-0002, and, therefore, those screens are not shown in this document. The Personnel Questionnaire portion of PONL is equivalent to TTB F 5000.9, Personnel Questionnaire – Alcohol and Tobacco Products.

After completing the required Personnel Questionnaire(s), the user sees the following screen:

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Payment (if applicable)	5 Submission confirmation
--------------------------	----------	-----------------------	---------------------------	---------------------------

Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select "Start" to begin each application.

Once all applications are in "Ready to submit (edit)" status, you may select the "Submit application package" button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Brewery or Brewpub 09-8765432 / TTB Brewery	Ready to submit (edit)
Application for Original Entity 09-8765432 / TTB Brewery	Ready to submit (edit)
Personnel Questionnaire	Ready to submit (edit)

Submit Application Package »

Save and resume later

PONL Submission Confirmation Screen:

After the user submits the application package, the PONL system will generate a Submission Confirmation screen, as follows:


TTB Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

Permits Online

[Announcements](#) [Logged in as: Michael Hoover](#) [My Record Collections \(0\)](#) [Reports \(15\)](#) [Account Management](#) [Log out](#)

[Home](#) [My Submissions](#) [Resume Draft](#) [Help](#)

Submission Confirmation

 **Congratulations! You have successfully submitted to TTB.**
The tracking number(s) for your submission(s) are displayed below; you can view what you submitted by selecting the tracking number. You will receive an email confirmation of your submission(s) with instructions for viewing the status of each application as it goes through the TTB review process.

1310 G ST NW Washinton DC 20005

20CAP-00000368

2020-BRE-00054-O

Entity Application, Personnel Questionnaires, Access Requests, and Special Occupational Taxes

PQ-2020-00025

2020-ENTITY-00116-O

[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

[End of Application for Brewery or Brewpub package. PONL notices to the public are shown below.]

PONL Terms of Use Statement:



TTB Permits Online: Terms of Use

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 of the Treasury 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 system you are agreeing to abide by these terms of use and are consenting to such monitoring, recording, and information retrieval for law enforcement and other purposes.

Each user must have an individual user name and password. Sharing your Permits Online user name or password is strictly prohibited and in violation of the Federal Information Security Management Act (FISMA) (Public Law 107-347) and can result in the cancellation of your Permits Online privileges.

The person who submits a request for a user registration is responsible for any Permits Online activity associated with his or her user name and password.

Multiple people can have access to applications, permits, registrations, and notices in Permits Online. If someone other than the person who submitted the application requires access, that person must register for his/her own Permits Online account, then submit a "Request Access" application. Note that a Signing Authority or Power of Attorney form **must already be on file** with TTB before submitting the access request application.



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#)

PONL Privacy Act Notice:



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., Section 4222; 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.

PONL Privacy Act Assessment:



TTB Alcohol and Tobacco
 Tax and Trade Bureau
 U.S. Department of the Treasury

[Who We Are](#)
[What We Do](#)
[TTB Audiences](#)
[Resources](#)

REPORT FRAUD:
 TTB Tips Online

[TTB Home](#) / [FOIA](#) / [Permits Online \(PONL\)](#)

Permits Online (PONL)

Privacy Impact Assessment

Information Collected and Purpose

Permits Online (PONL) is a secure Commercial Off-The-Shelf (COTS) product providing a web-based system with the capability to submit, route, and/or process original and amended permit/registration applications. The permit process enables TTB to authorize applicants to operate alcohol and tobacco related businesses under the FAA Act and Internal Revenue Code. This functionality is provided for external use by Regulated Industry Member representatives and internally by TTB's National Revenue Center (NRC). The online application and electronic submission of TTB's original permit application saves both the applicant and TTB significant time and money and also protects the public in support of homeland security.

Information Use and Sharing

PONL stores names, date of birth, social security numbers, photographic identification, driver's license information, mailing addresses, phone numbers, financial account information, legal documents, e-mail addresses, and foreign activity information for those individuals who have provided the aforementioned information on the PONL application. PONL provides applicants with a publicly facing website enabling them to view the information in the application and to check the status of the application while it is pending. Each application is specifically linked to the individual who submits it and only designated and approved TTB officials have direct access to personally identifiable information (PII) stored within PONL. With regard to the roles assigned within the application, all individuals receive access rights based on their status.

Information Consent

For an individual's PII to be stored in PONL, the individual must have willingly and intentionally filled out and submitted an application. The application is subject to the Privacy Act and a Privacy Act SORN that addresses all required categories of information has been published in the Federal Register.

Information Protection

TTB will take appropriate security measures to safeguard PII and other sensitive data stored on PONL. TTB will apply Department of the Treasury security standards, including but not limited to, routine scans and monitoring, back-up activities, and background security checks for all TTB employees and contractors. Accordingly, access to PONL PII will be limited to specific job function and access will be controlled based on least privilege.

The following access safeguards will also be implemented:

- Passwords expire after a set period;
- Accounts are locked after a set period of inactivity;
- Minimum length of passwords is eight characters;
- Passwords are combination of letters, numbers, and symbols; and
- Accounts are locked after a set number of incorrect attempts.

Page last reviewed: June 4, 2015

Page last updated: October 16, 2015

Maintained by: Regulations and Rulings Division

[Accessibility](#) • [Privacy Policy](#) • [No FEAR Act](#) • [Report Fraud](#)
[Contact Webmaster](#) • [Site Feedback](#)

Stay Connected with TTB:



PONL Paperwork Reduction Act Notice:



TTB Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

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)
- **Registration for Firearms and Ammunition Tax-Free Transactions (OMB No. 1513-0095):** This information collected is used to determine the eligibility of the applicant to sell or purchase firearms and ammunition tax-free. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 4222).

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 record keeper, depending on individual circumstances. The estimated average burden associated with the Registration for Firearms and Ammunition Tax-Free Transactions collection of information is 3 hours per respondent depending upon 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.



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#)

[END OF PONL SCREENS — APPLICATION FOR BREWERY OR BREWPUB]