

# Permits Online (PONL)

## New Tobacco Importer Permit Application

The following PONL screens are equivalent to form TTB F 5230.4, Application for Permit to Import Tobacco Products or Processed Tobacco:

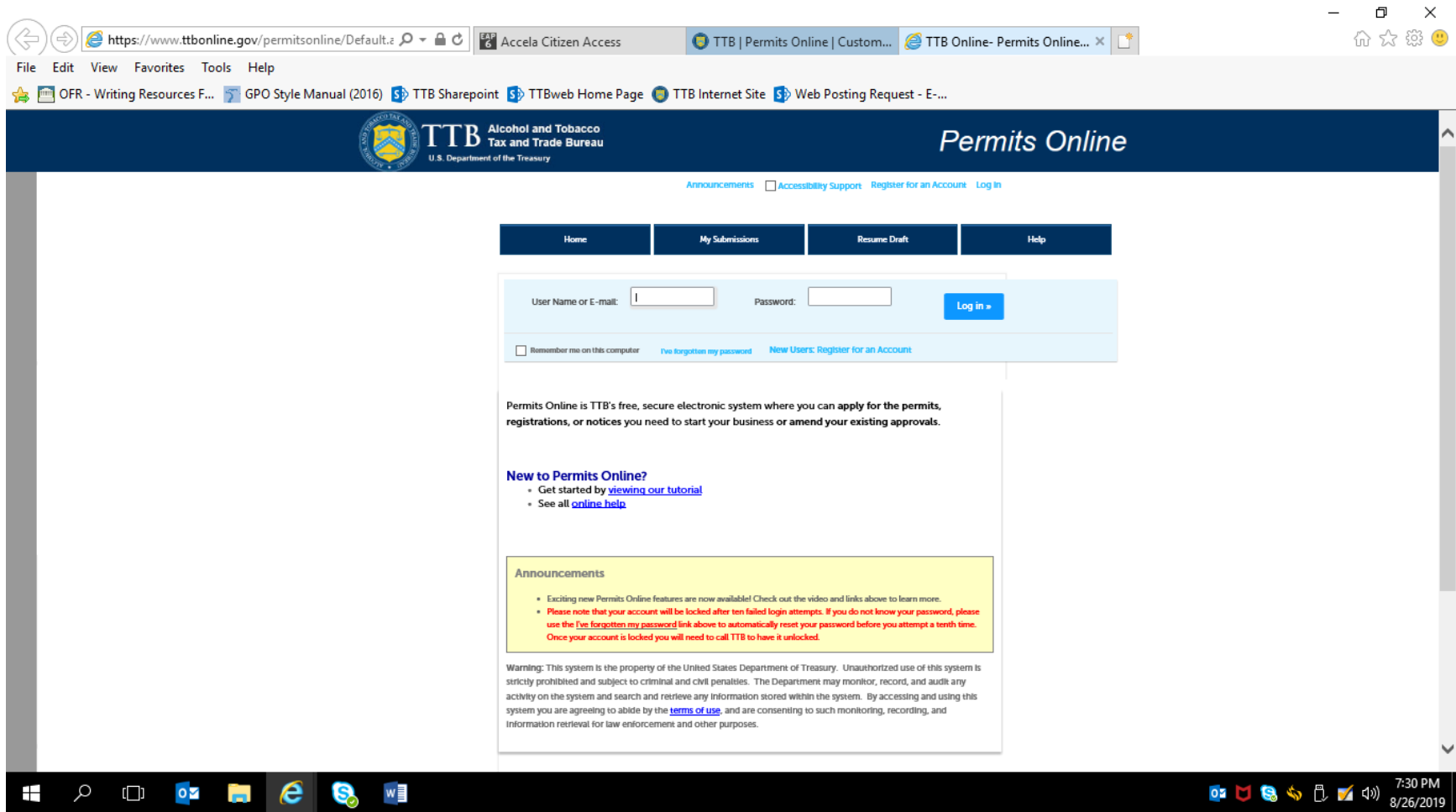
<b>Screens Common to All Tobacco Industry Permit Applications</b>	<b>Page 2</b>
<b>Application for Original Entity<sup>1</sup></b>	<b>Page 23</b>
<b>New Tobacco Importer:</b>	<b>Page 37</b>

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<sup>1</sup> When using PONL, entities that hold no TTB permits of any kind are required to complete an “Original Entity” application in addition to the Common Screens and the activity-specific application. Entities that already hold at least one TTB permit will not have to complete an Original Entity application.

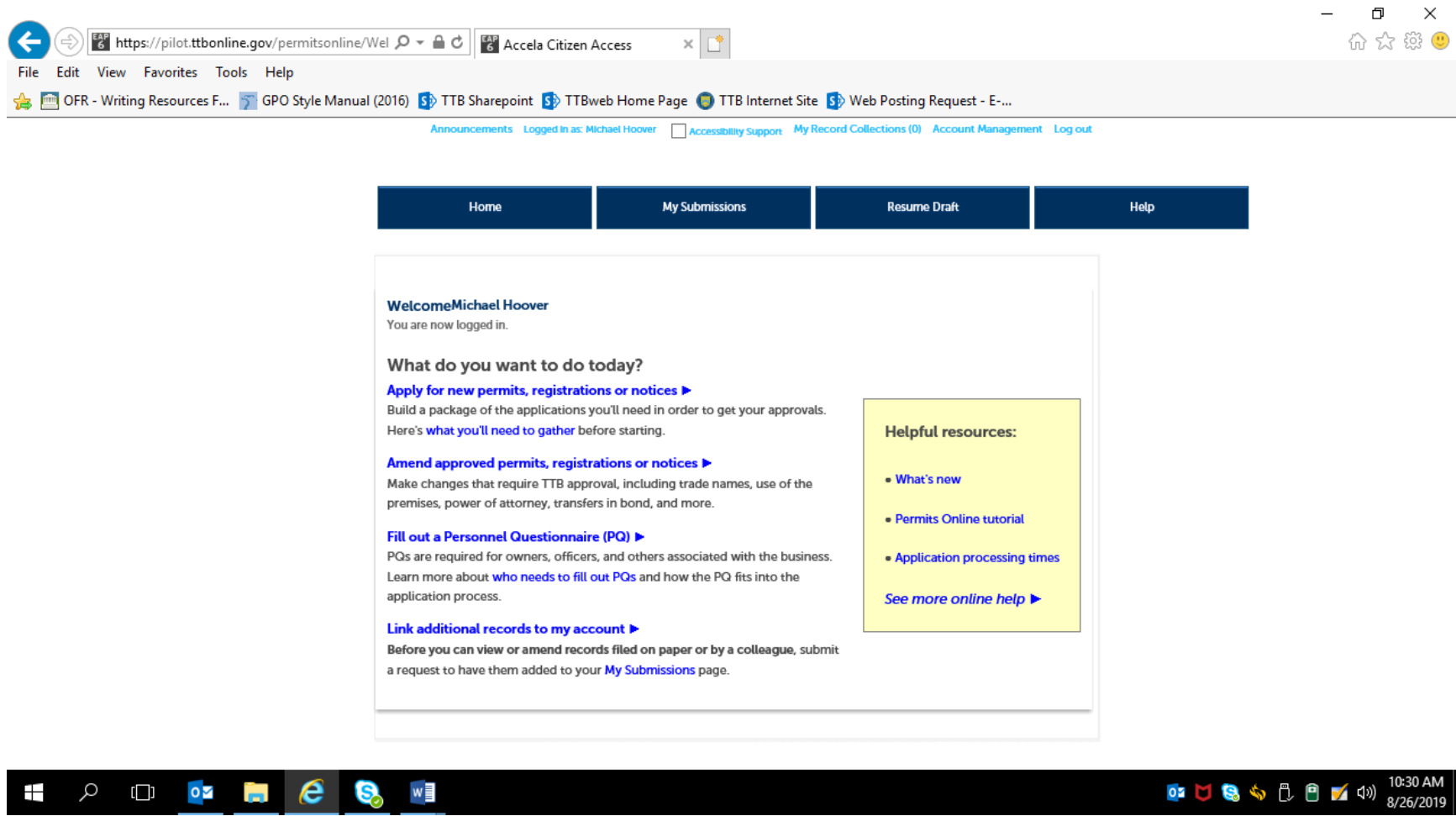
## Screens Common to All New Tobacco Industry Permit Applications:

PONL Log-in Screen — (<https://www.ttbonline.gov/permitonline/Default.aspx>) —



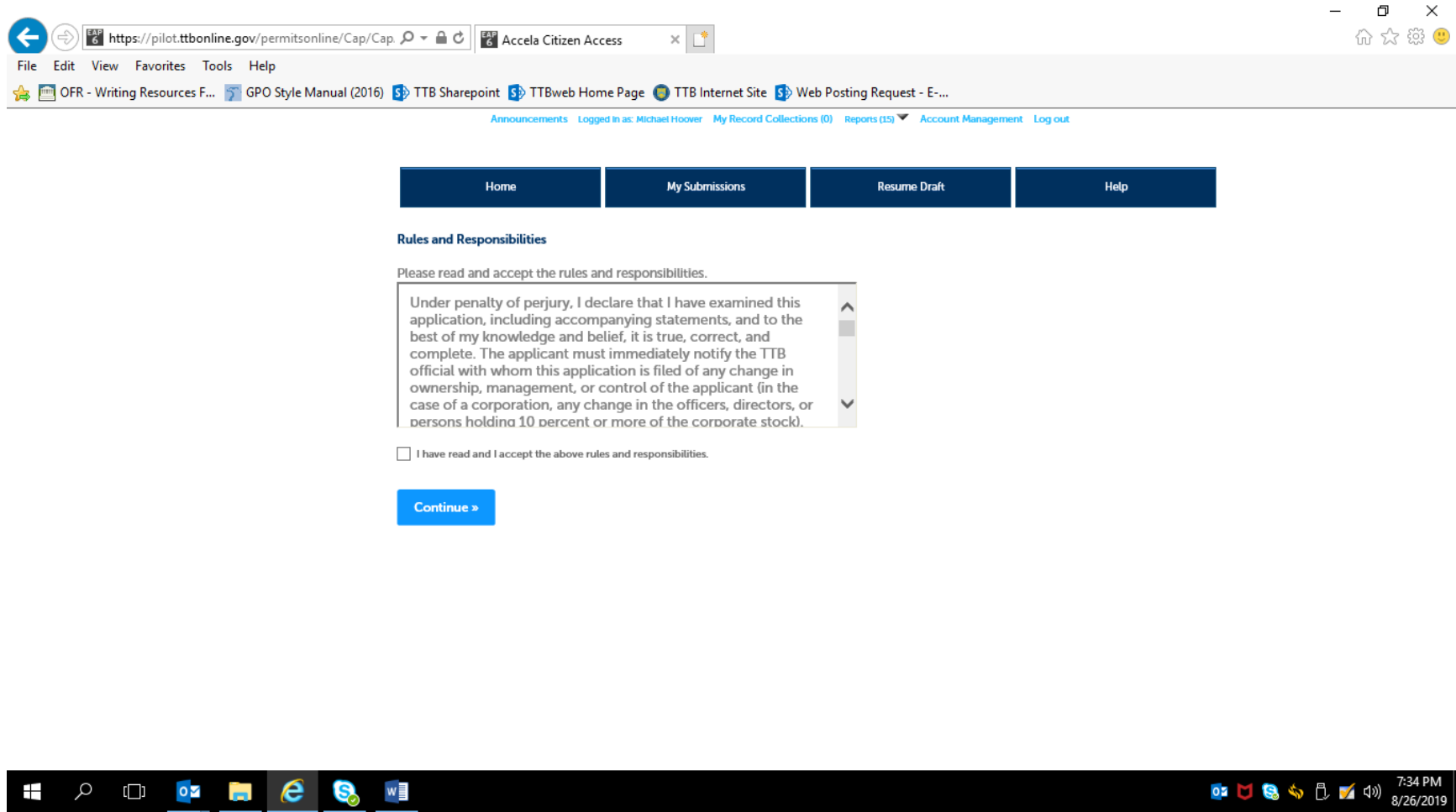
[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277  
or [submit an online inquiry](#)

After a successful log-in, respondent sees PONL Welcome Page:



Clicking an option under the heading “What do you want to do today?” results in the Rules and Responsibilities page, which includes a Penalty of Perjury clause, as shown below. A new tobacco industry permit applicant will select the “Apply for new permits, registrations or notices” option.

Rules and Responsibilities page:



The entire 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 27CFR, Parts 20 and 22.

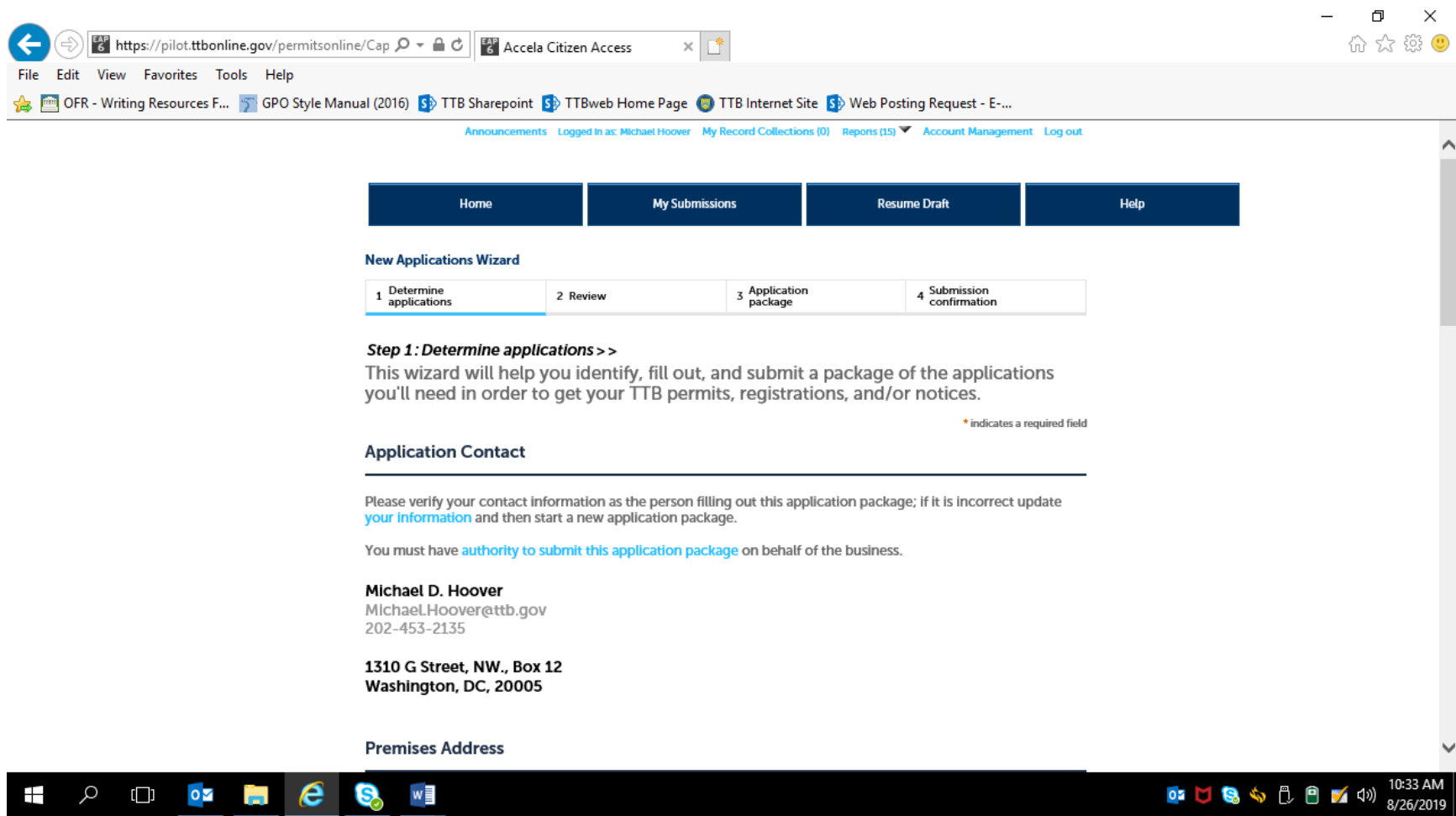
I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information pursuant to the routine uses in [TTB's System of Records Notice \(SORN\)](#).

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.

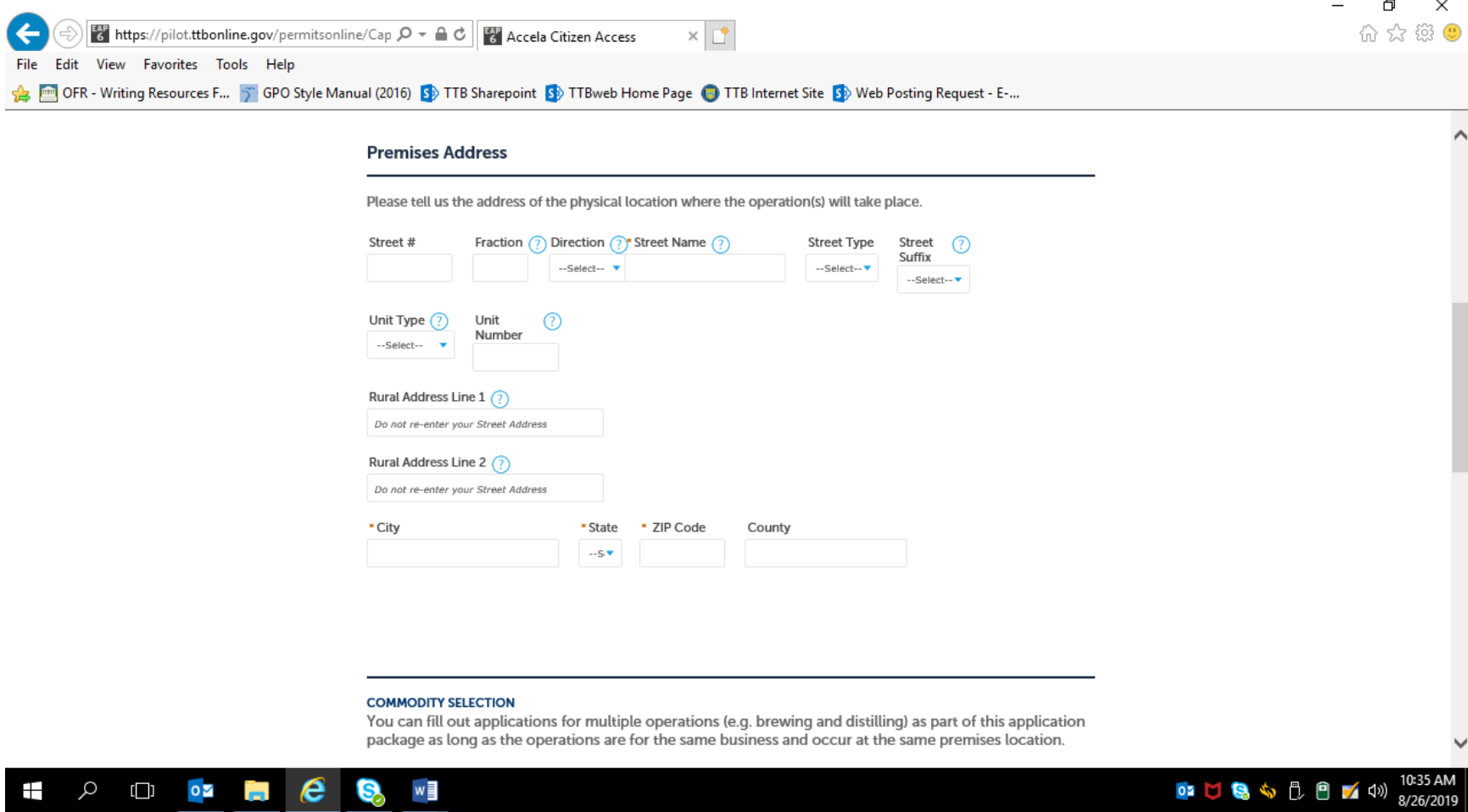
After reading and accepting the rules and responsibilities, the applicant clicks “Continue,” which leads to the New Applications Wizard, shown below:

(1) New Application Wizard, Determine Applications Screens:

Application Contact Information --



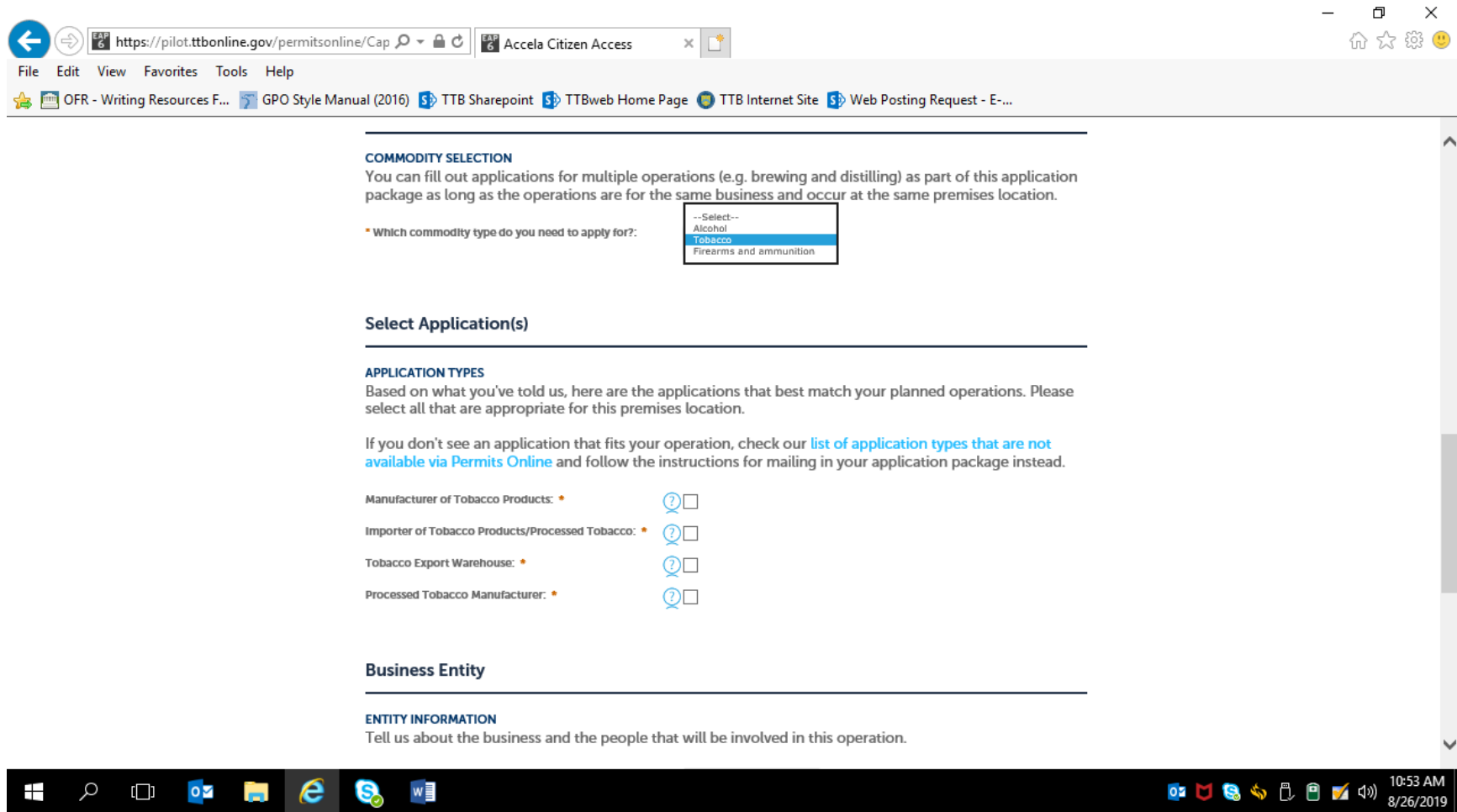
Premises Address Information --



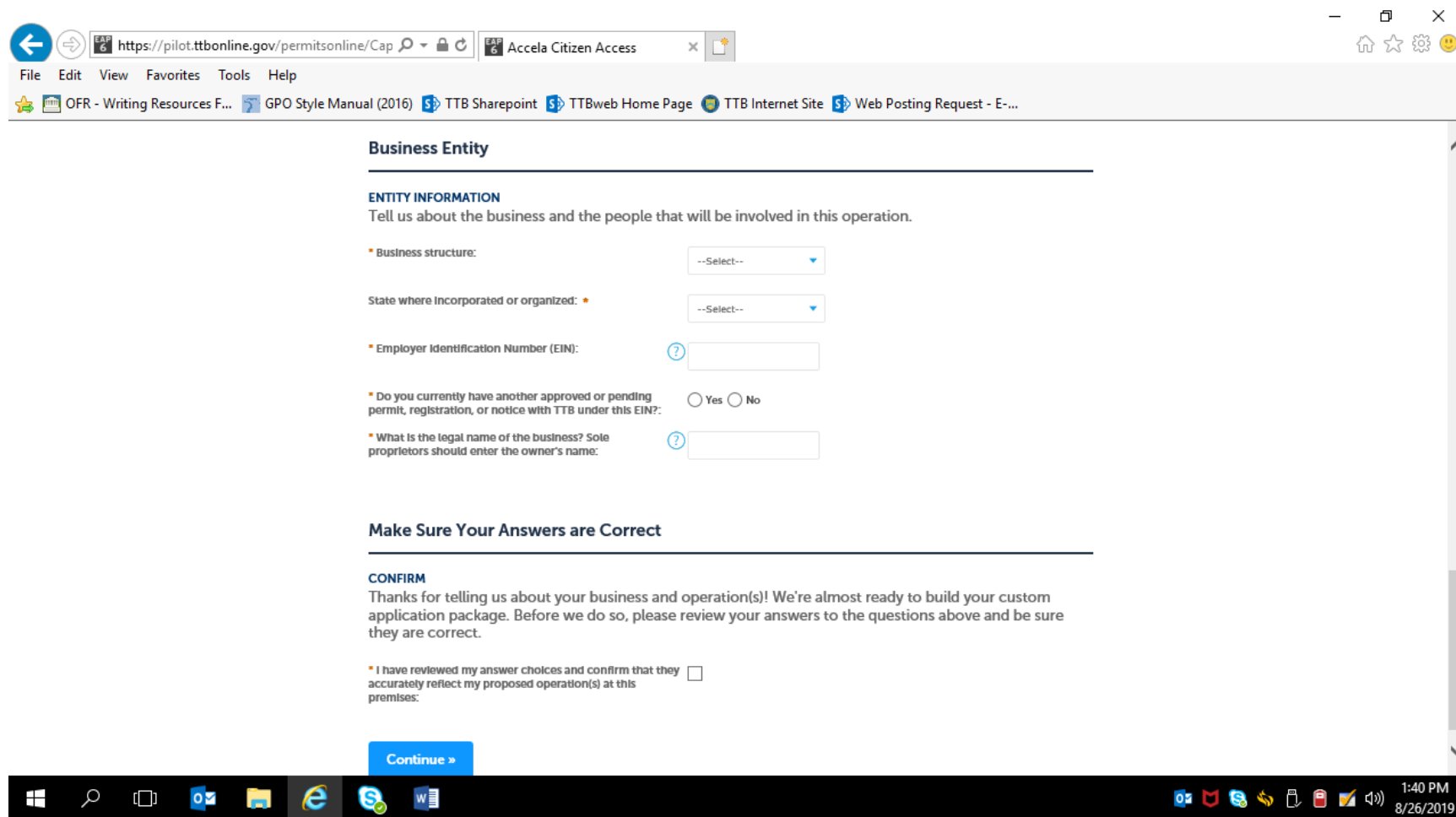
Commodity Selection -



For new tobacco industry permit applications, the applicant selects “Tobacco” from the Commodity Selection drop-down menu, which brings up the appropriate tobacco industry permit application options under the heading “Select Application(s),” as shown below:



Business Entity Information -



Business Entity Information -

For “Business Structure,” the applicant selected the appropriate response from the drop-down menu shown below. The Business Entity data fields following that selection do not change based on the selection.

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The page title is "Business Entity".

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

**\* Business structure:** A dropdown menu is open, showing the following options:
 

- Select--
- Corporation
- Limited Liability Company
- Limited Partnership
- Partnership
- Sole Proprietorship
- United States Federal Government Agency
- State or Local Government Agency

**State where incorporated or organized:** \*

**\* Employer Identification Number (EIN):** ?

**\* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:**  Yes  No

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

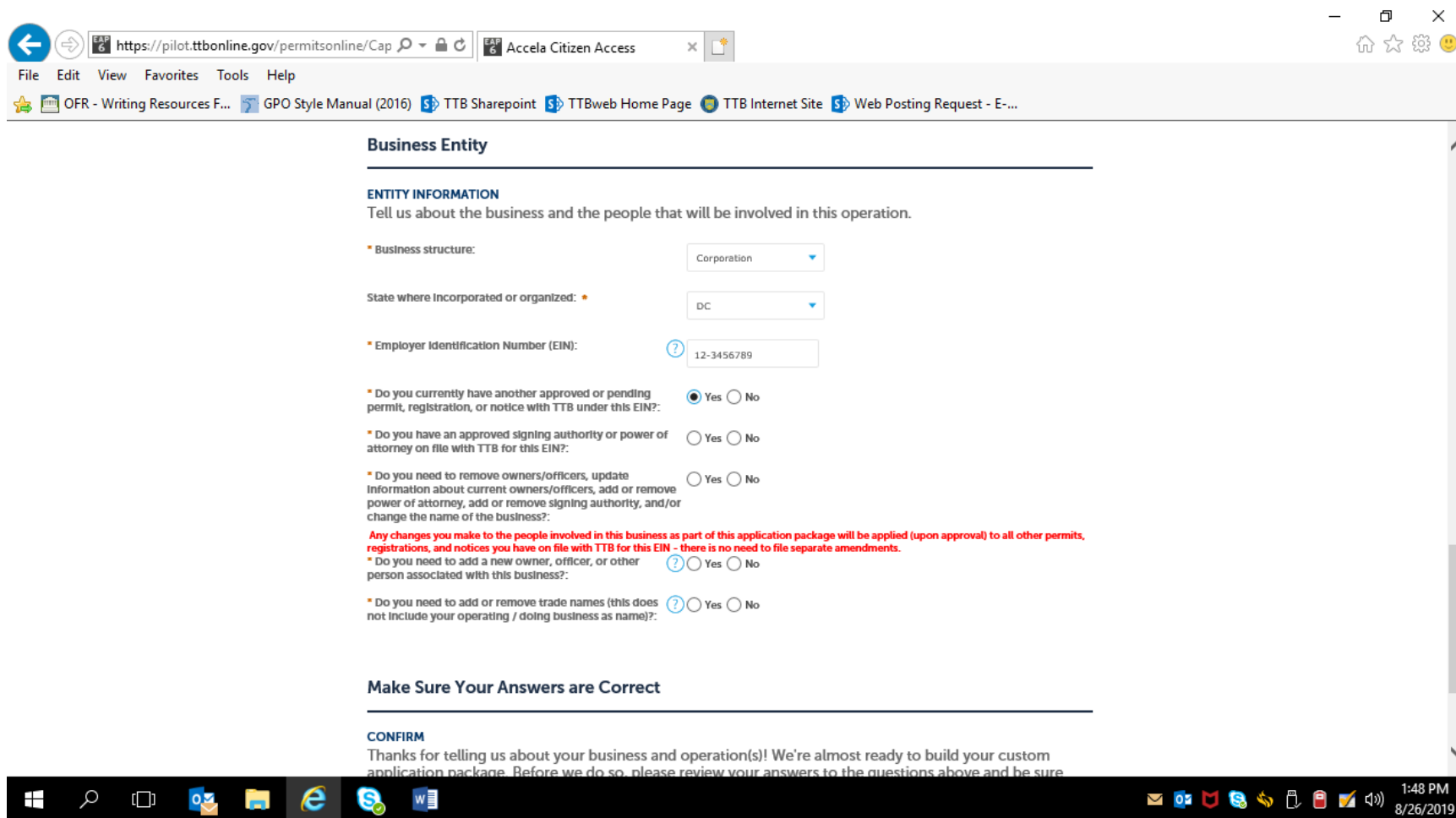
**Make Sure Your Answers are Correct**

**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.

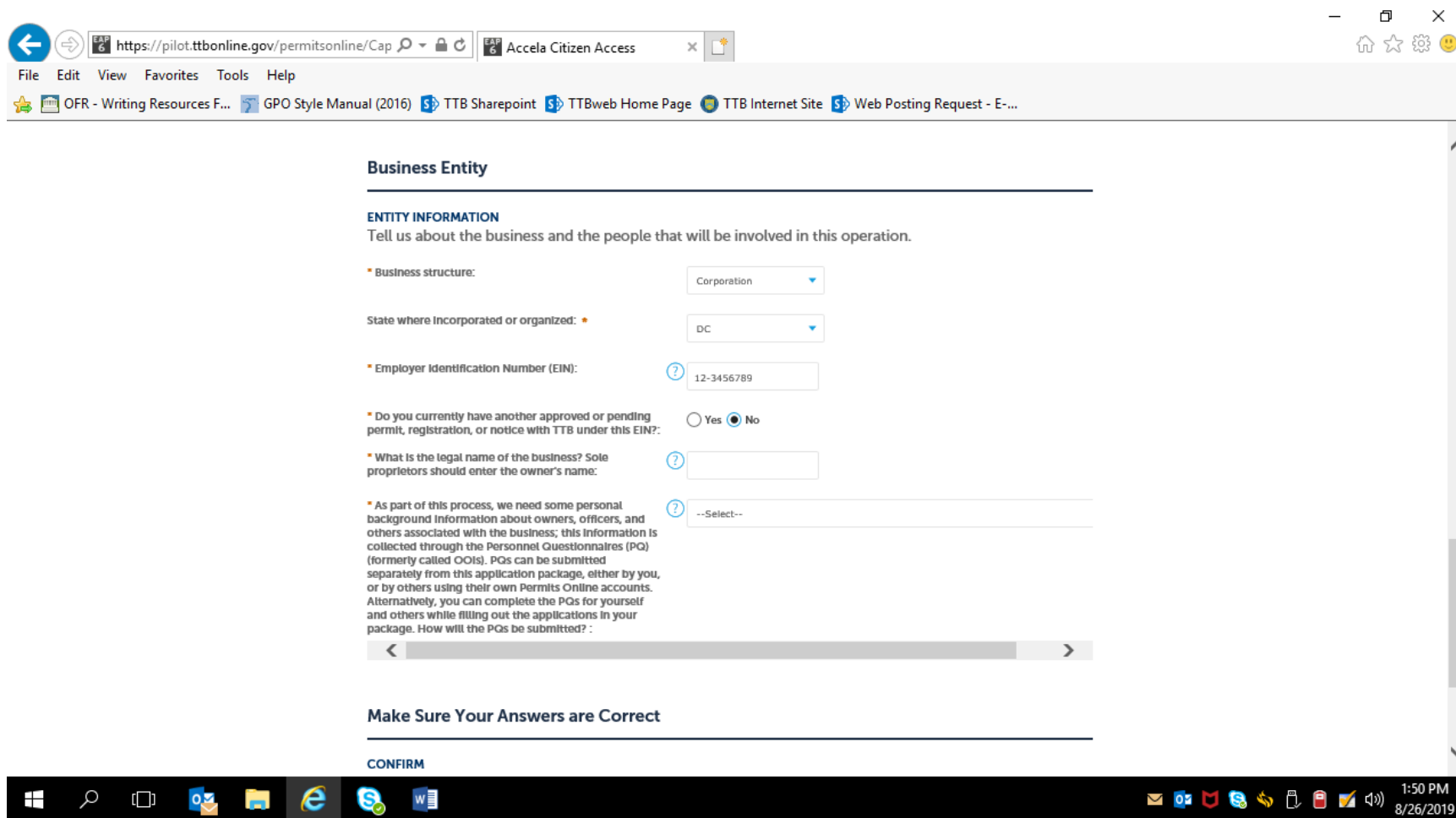
**\* I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises:**

[Continue >](#)

Answering “Yes” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --

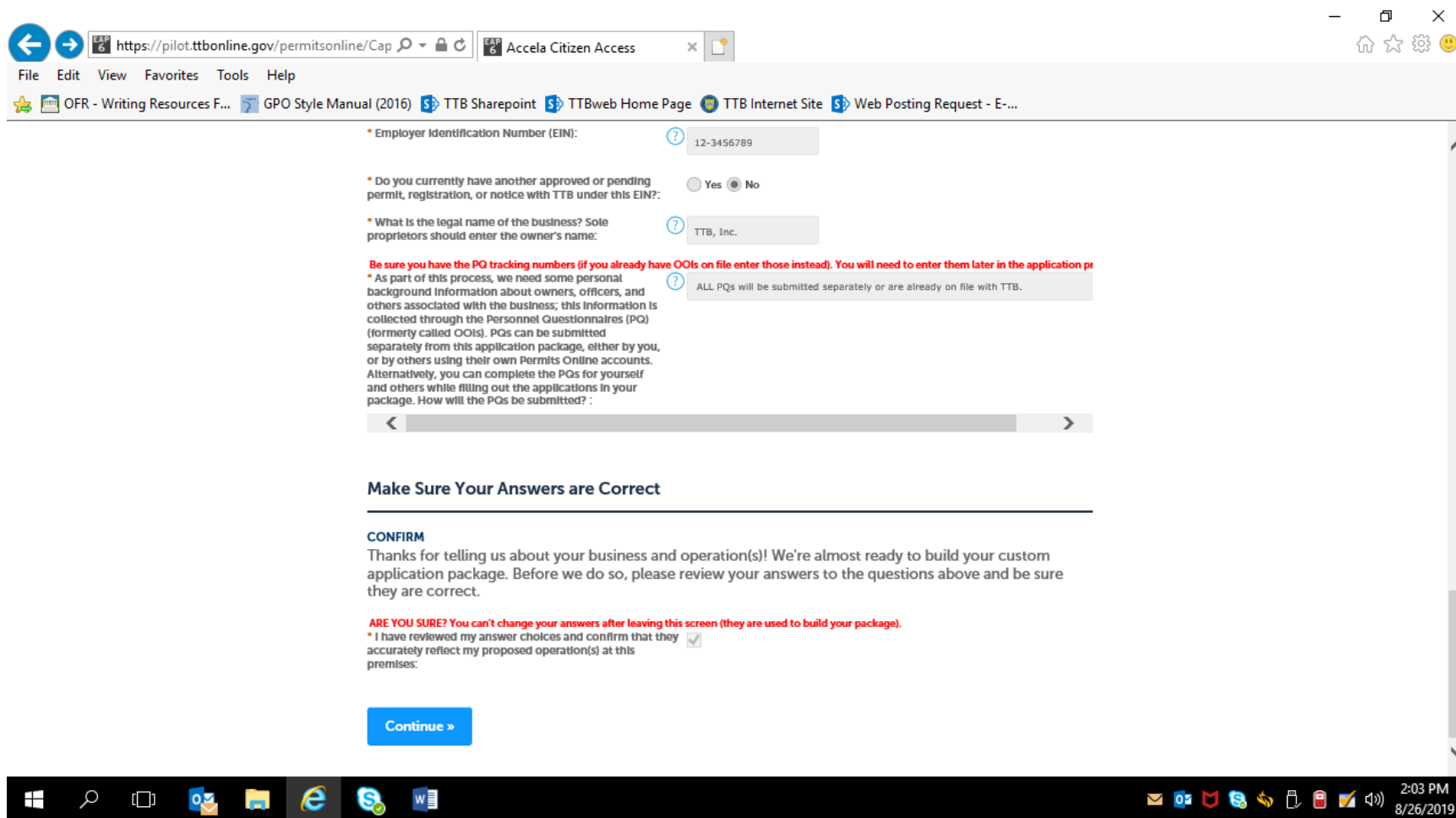


Answering “No” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --

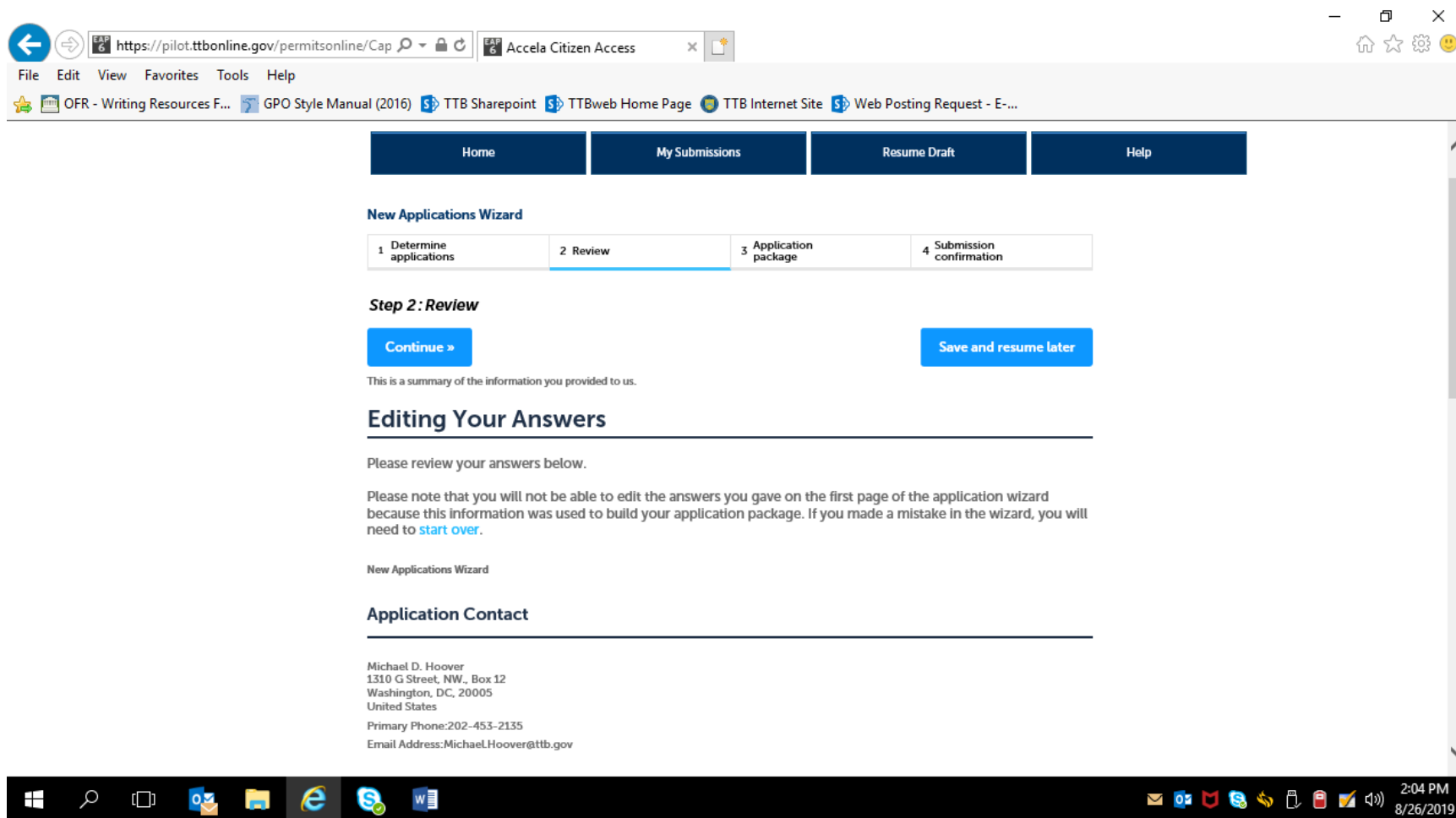


NOTE: Personnel Questionnaires (TTB F 5000.9 and its PONL equivalent) are approved under OMB Control No. 1513-0002.)

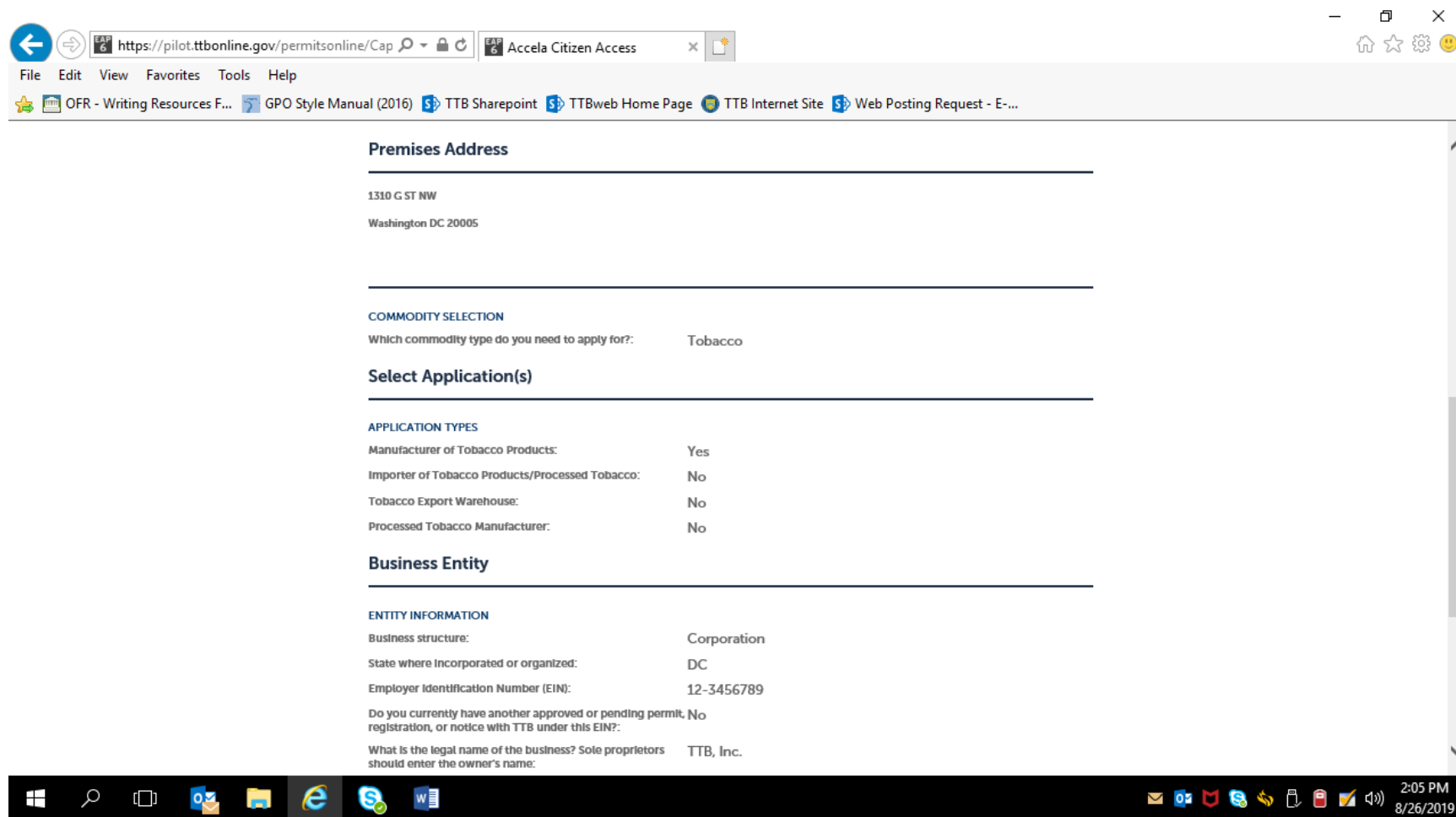
The applicant then confirms the information provided in Step 1 -



Step 2, Review:



Review screen continues:



The review screen continues:



https://pilot.ttonline.gov/permitonline/Cap Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

Importer of Tobacco Products/Processed Tobacco: No  
Tobacco Export Warehouse: No  
Processed Tobacco Manufacturer: No

**Business Entity**

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**ENTITY INFORMATION**

Business structure: Corporation  
State where Incorporated or organized: DC  
Employer Identification Number (EIN): 12-3456789

Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN? No

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

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? : ALL PQs will be submitted separately or are already on file with TTB.

**Make Sure Your Answers are Correct**

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**CONFIRM**

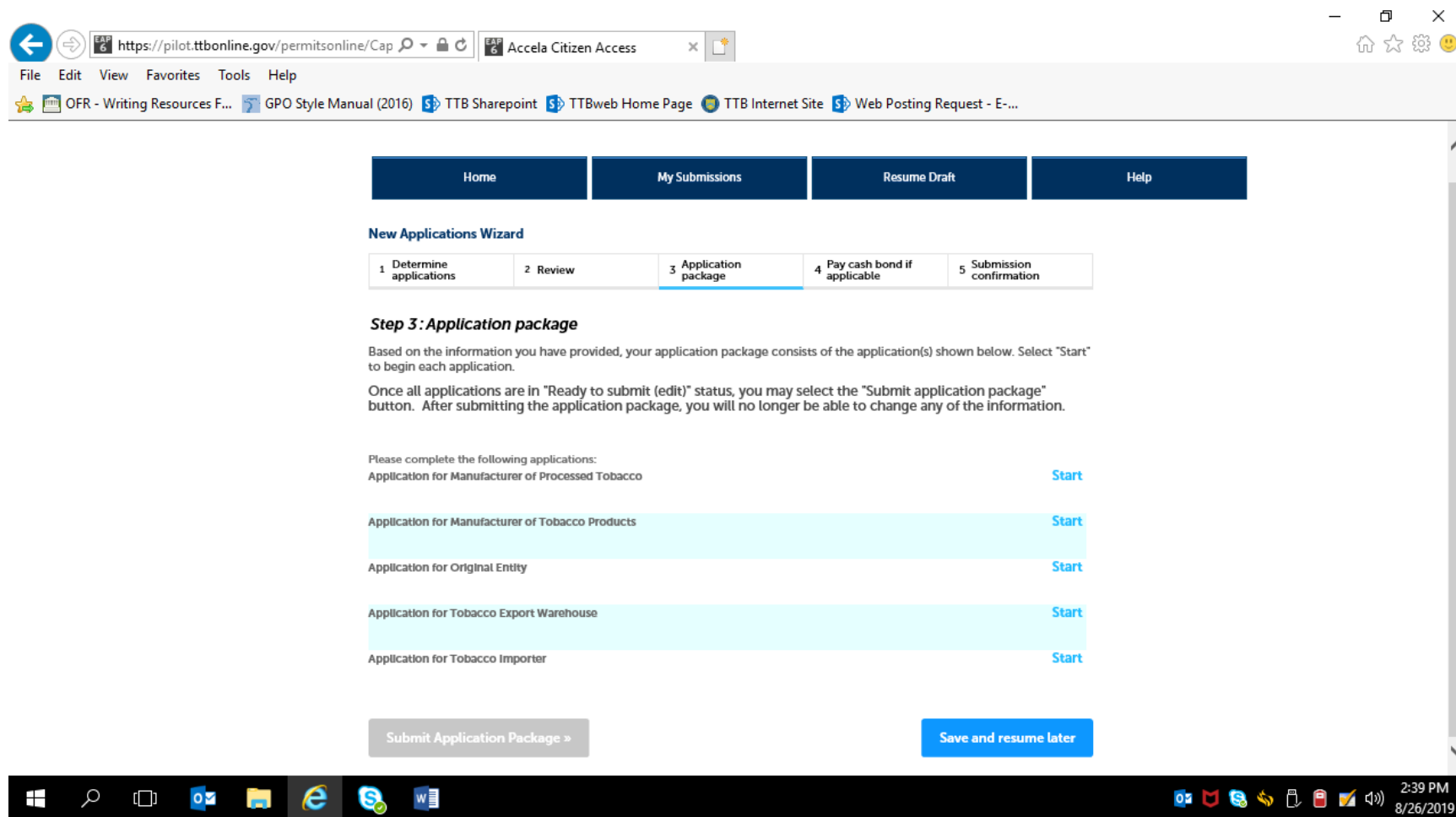
I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises: Yes

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

2:06 PM 8/26/2019

After confirming (or editing and confirming) the provided information, the applicant clicks “Continue,” and is presented with the Application Package screen:

Step 3 –Application Package:



**Application Packages:**

**Step 1: Mailing Address Screens (These screens are the same for all new types of new tobacco industry permits) —**

Note: Many data fields auto-fill based on information provided earlier.)

https://pilot.ttbonline.gov/permitsonline/Cap Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

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

Home My Submissions Resume Draft Help

**Application for Manufacturer of Tobacco Products**

1 Mailing address	2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6	7
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**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.

2:12 PM 8/26/2019

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The browser's address bar includes the text "Accela Citizen Access". The browser's menu bar shows "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several icons, including a star, a home button, and a smiley face. The browser's tabs show "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E...".

The main content area of the browser displays the "Entity Information" section. The section title is "Entity Information" and is followed by a horizontal line. Below the line, the text "ENTITY INFORMATION" is displayed in all caps, followed by the text "This is the business information you provided earlier in the application process." Below this text, there are two input fields. The first is labeled "Business Name:" and contains the text "TESTING DO NOT APPROV". The second is labeled "EIN:" and contains the text "12-3456789".

Below the "Entity Information" section, there is a section titled "PERMIT INFORMATION". Below this title, there is a single input field labeled "Permit Number:" which is currently empty.

Below the "PERMIT INFORMATION" section, there is a section titled "Premises Address". Below this title, there is a horizontal line, followed by the text "This section pertains to the physical location where your approved operations will take place." Below this text, there are several input fields and dropdown menus. The first row contains "Street #", "Fraction", "Direction", "Street Name", "Street Type", and "Street Suffix". The "Street #", "Fraction", and "Street Name" fields contain the text "1310", an empty field, and "G" respectively. The "Direction" dropdown menu is set to "--Select--". The "Street Type" dropdown menu is set to "ST". The "Street Suffix" dropdown menu is set to "NW".

The second row contains "Unit Type" and "Unit Number". The "Unit Type" dropdown menu is set to "--Select--". The "Unit Number" field is currently empty.

Below the "Unit Type" and "Unit Number" fields, there is a field labeled "Rural Address Line 1" which is currently empty.

The Windows taskbar is visible at the bottom of the screen, showing the Start button, several application icons, and the system tray with the date and time "2:13 PM 8/26/2019".

PERMIT INFORMATION

Permit Number:

**Premises Address**

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

Street #  Fraction  Direction  Street Name  Street Type  Street Suffix

Unit Type  Unit Number

Rural Address Line 1

Rural Address Line 2

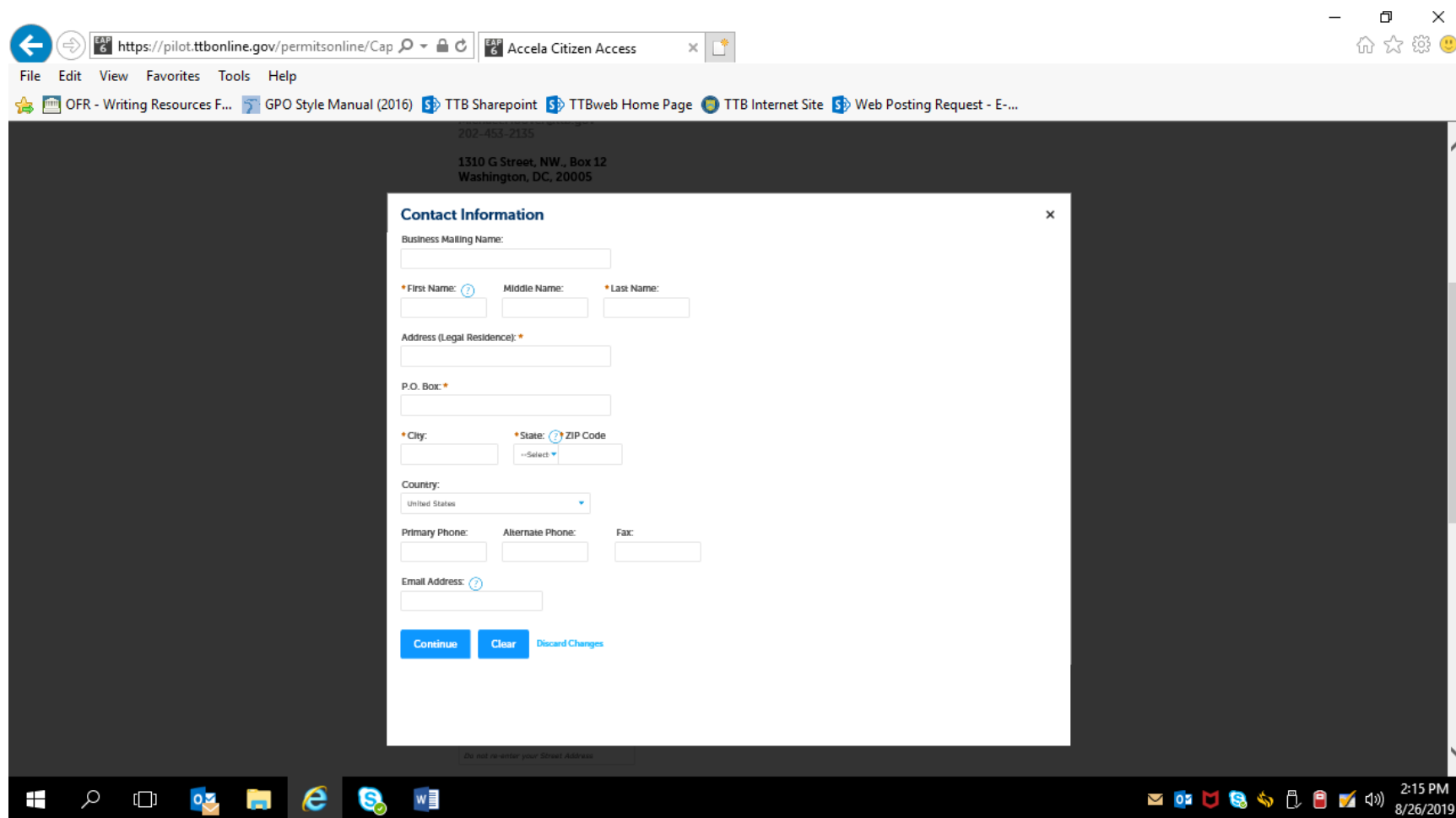
City  State  ZIP Code  County

**Mailing Address**

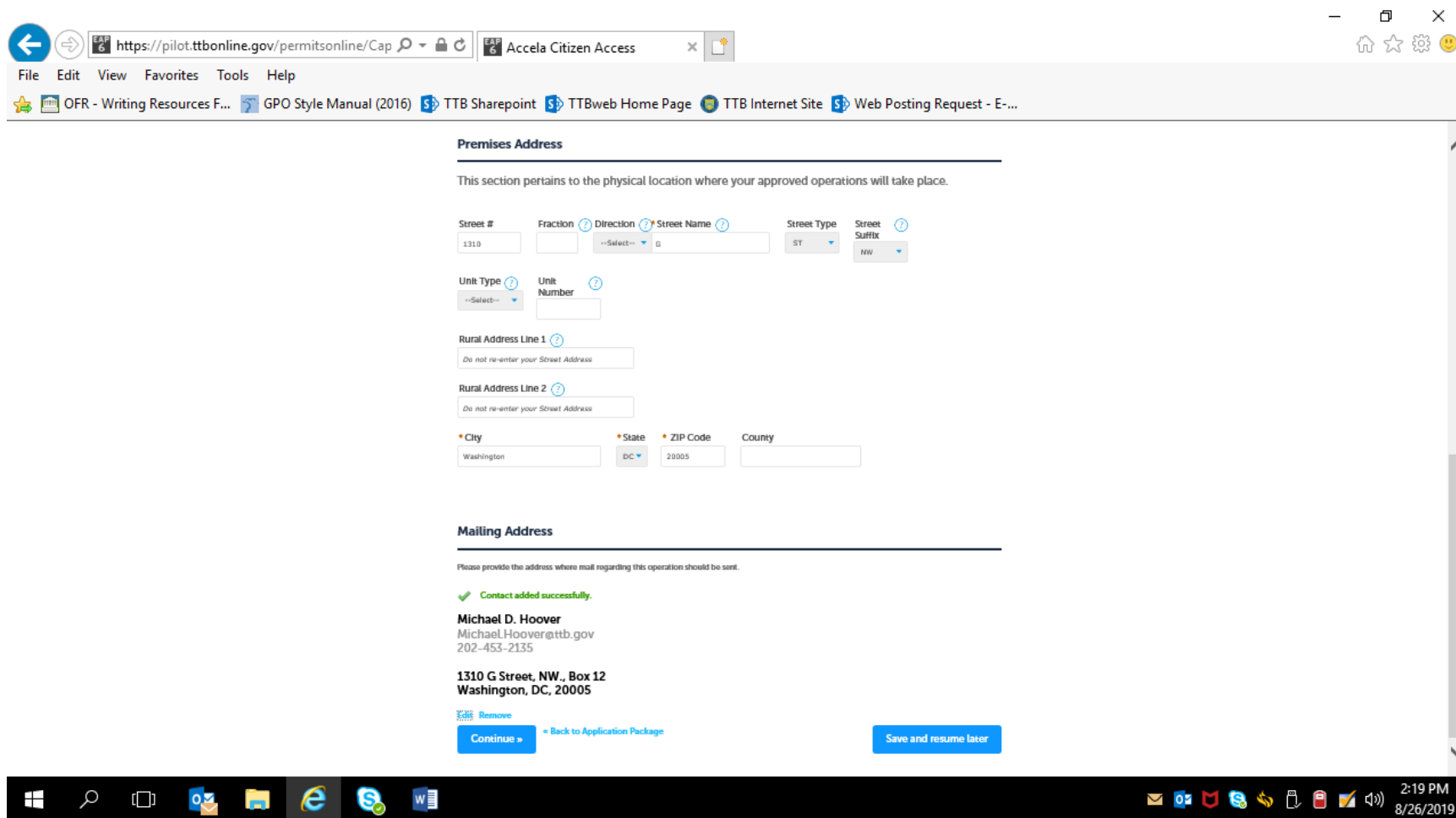
Please provide the address where mail regarding this operation should be sent.

For “Mailing Address,” the applicant may select Auto Fill or New. If Auto Select is chosen, the mailing address information will auto fill from the contact information provided earlier. If “New” is selected, the data fields shown below appear:

Contact Information (Mailing Address) data fields, if “New” Mailing Address is chosen, as shown above.



After mailing address information is provided:



After clicking continue, screens will vary depending on the type of tobacco permit being applied for.

### Application for Original Entity:

The information in Step 1 auto-fills based on the information provided on the Common Screens (except Business Website) —

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Cap/Cap>. The browser is displaying the 'Application for Original Entity' page. At the top, there are navigation tabs: Home, My Submissions, Resume Draft, and Help. Below these is a progress bar with six steps: 1 View contact information, 2 Key personnel & trade names, 3 Upload required documents, 4 Declare & acknowledge, 5 Review, and 6. Step 1 is currently selected. The main heading is 'Step 1: View contact information >>'. Underneath, there is a section titled 'About the Entity Record' with explanatory text. A diagram shows an 'Entity Record' for 'Our Business, Inc.' (EIN 12-3456789) which is linked to three 'Commodity Operations Record' boxes: 'Importers Permit', 'Winery Permit', and 'Brewers Notice'. A legend indicates that an asterisk (\*) denotes a required field. The browser's taskbar at the bottom shows the time as 8:50 PM on 8/26/2019.



The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser's address bar also displays 'Accela Citizen Access'. The page content is as follows:

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

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

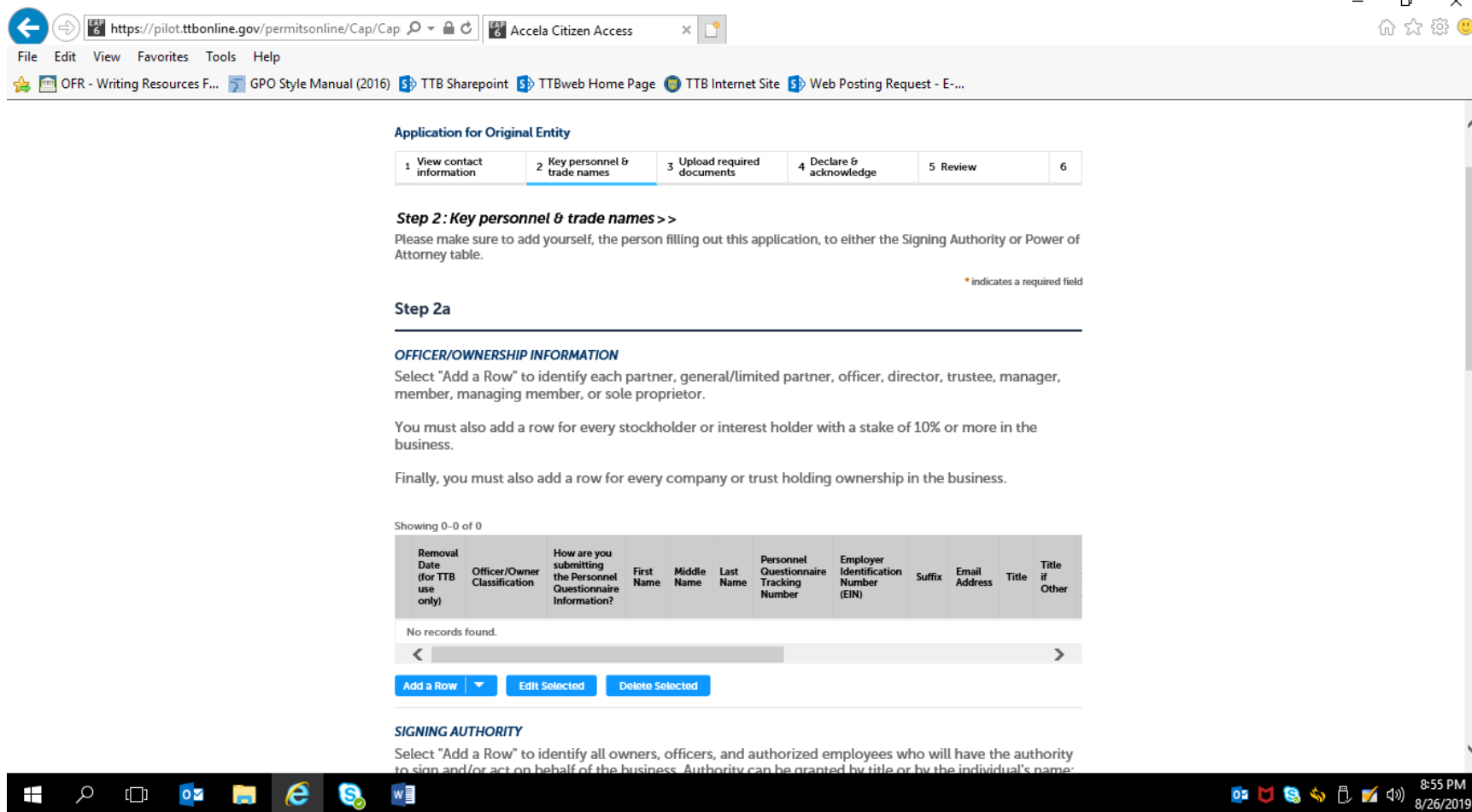
### Business Entity

**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:

At the bottom of the form, there are three buttons: a blue 'Continue >' button, a blue '< Back to Application Package' button, and a blue 'Save and resume later' button.

The Windows taskbar at the bottom shows the time as 8:53 PM on 8/26/2019. The taskbar includes icons for the Start menu, search, task view, and several open applications including Outlook, File Explorer, Edge, and Word.



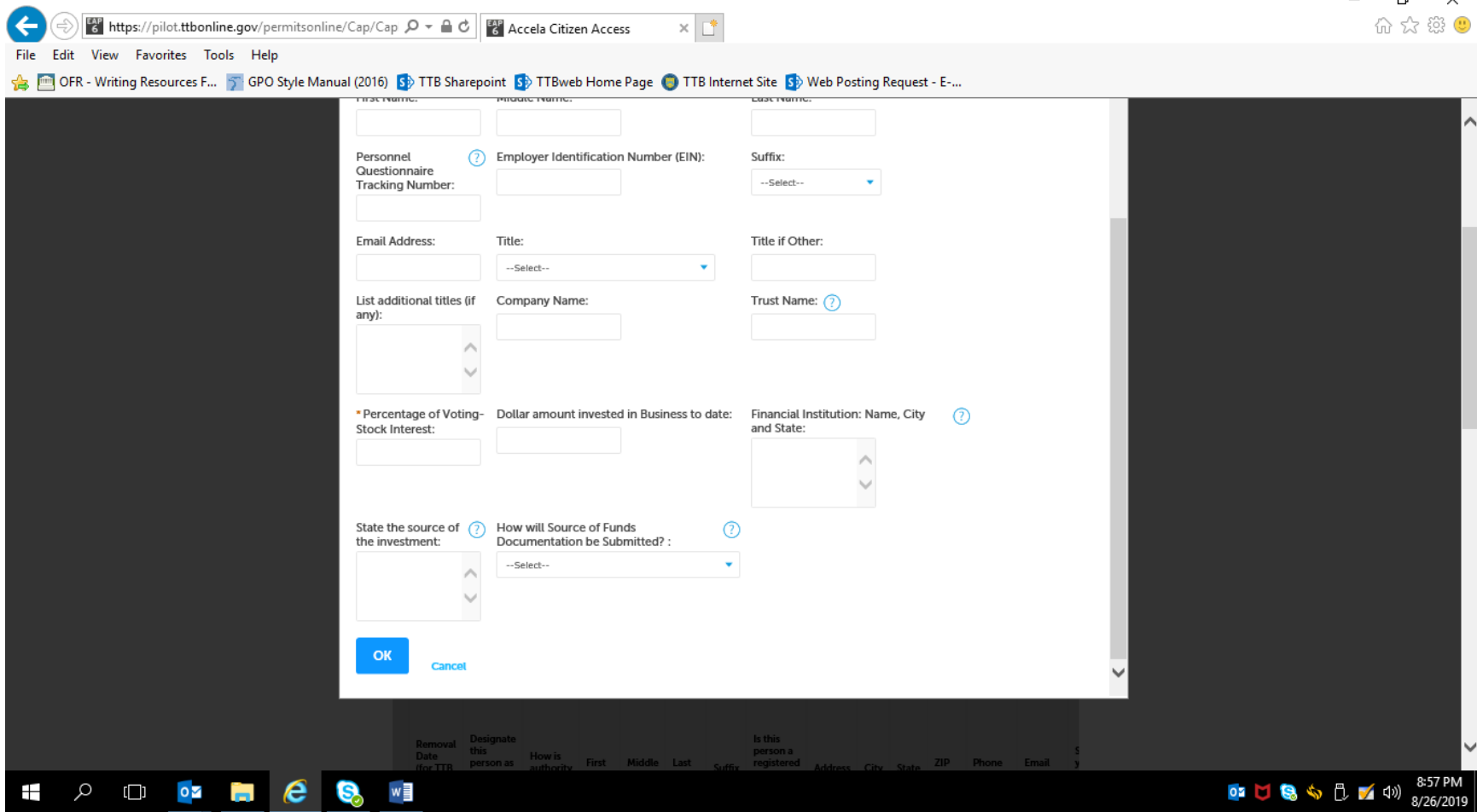
Officer / Ownership Information sub-screen:

**OFFICER/OWNERSHIP INFORMATION**  
Select "Add a Row" to identify 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 or trust holding ownership in the business.

Removal Date (for TTB use only): <input type="text"/>	* Officer/Owner Classification: --Select--	How are you submitting the Personnel Questionnaire Information?: --Select--
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Personnel Questionnaire Tracking Number: <input type="text"/>	Employer Identification Number (EIN): <input type="text"/>	Suffix: --Select--
Email Address: <input type="text"/>	Title: --Select--	Title if Other: <input type="text"/>
List additional titles (if any): <input type="text"/>	Company Name: <input type="text"/>	Trust Name: <input type="text"/>
* Percentage of Voting-Stock Interest: <input type="text"/>	Dollar amount invested in Business to date: <input type="text"/>	Financial Institution: Name, City and State: <input type="text"/>



**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
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.

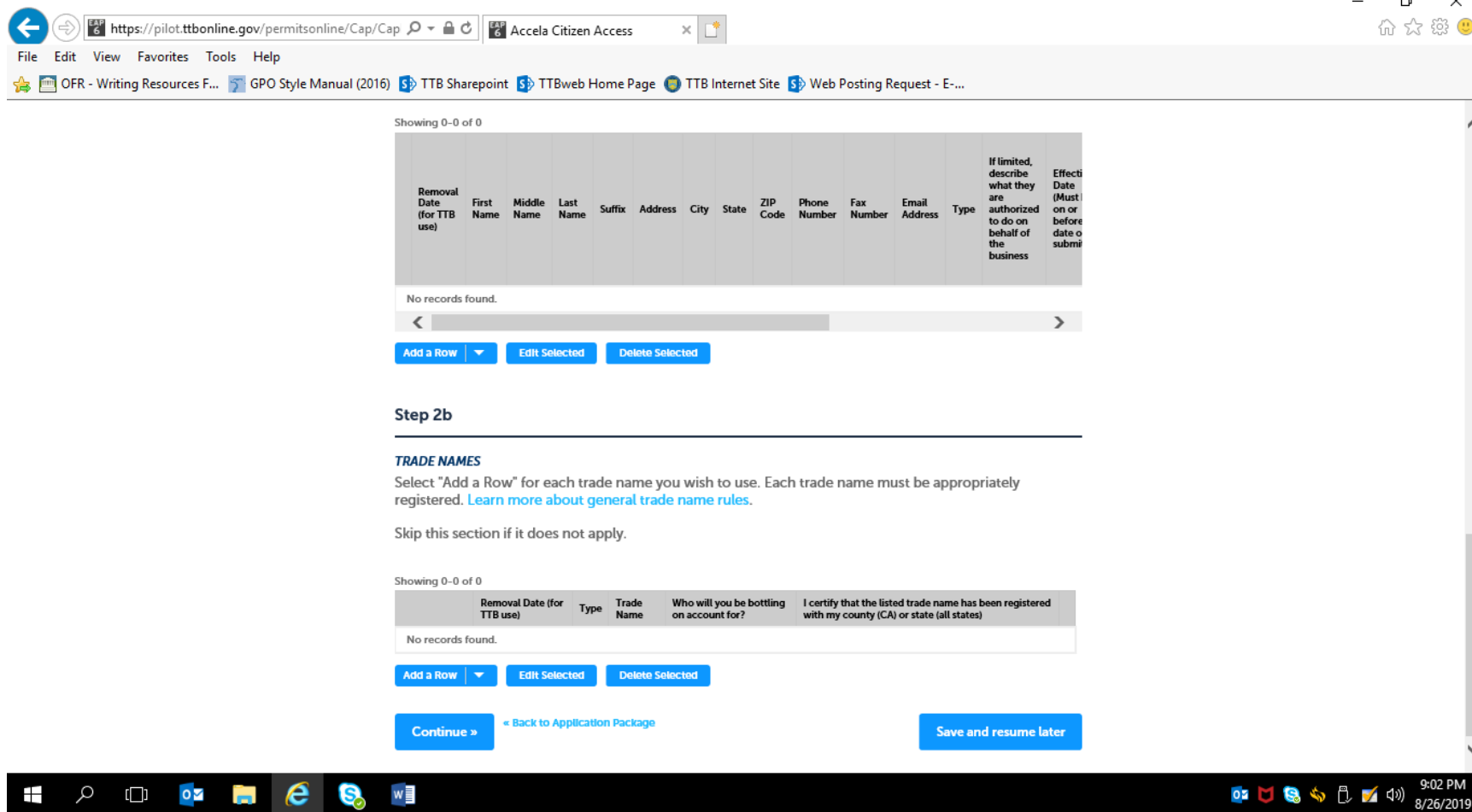
Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

												If limited, describe what they	Effect Date

NOTE: Signing Authority information collection approved under OMB No. 1513-0036, and Power of Attorney information collection approved OMB No. 1513-0014.



Trade Names sub-screen:

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	Effect Date (Must be on or before date of submission)
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### 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):

9:05 PM 8/26/2019

https://pilot.ttonline.gov/permitonline/Cap/Cap Accela Citizen Access

File Edit View Favorites Tools Help

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

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
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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
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9:09 PM 8/26/2019



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	x	On File and Previously Approved by TTB	123	<a href="#">Actions</a>
<input type="checkbox"/>	Organizational Documents	x	On File and Previously Approved by TTB	123	<a href="#">Actions</a>

[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.

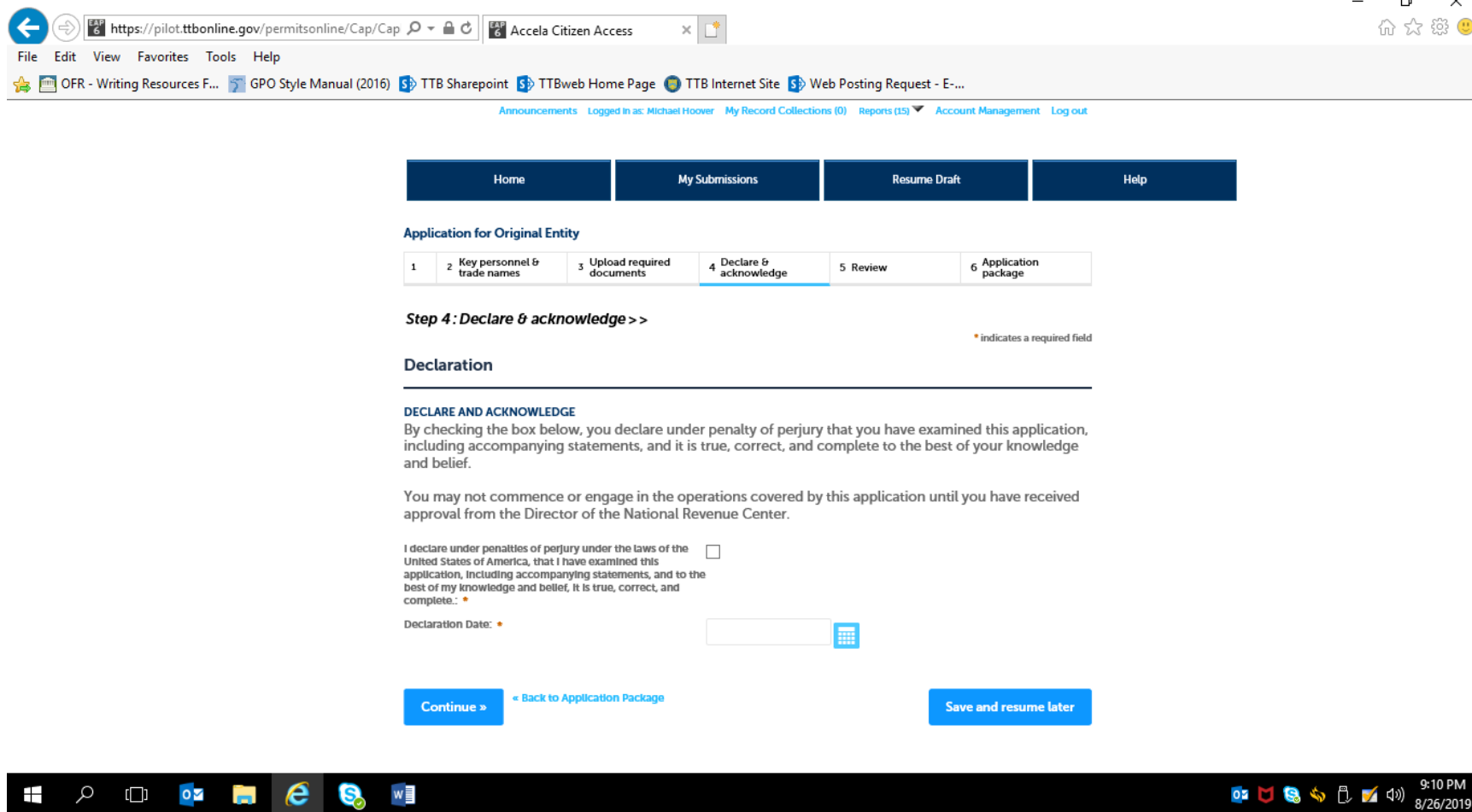
#### Attachment List

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.

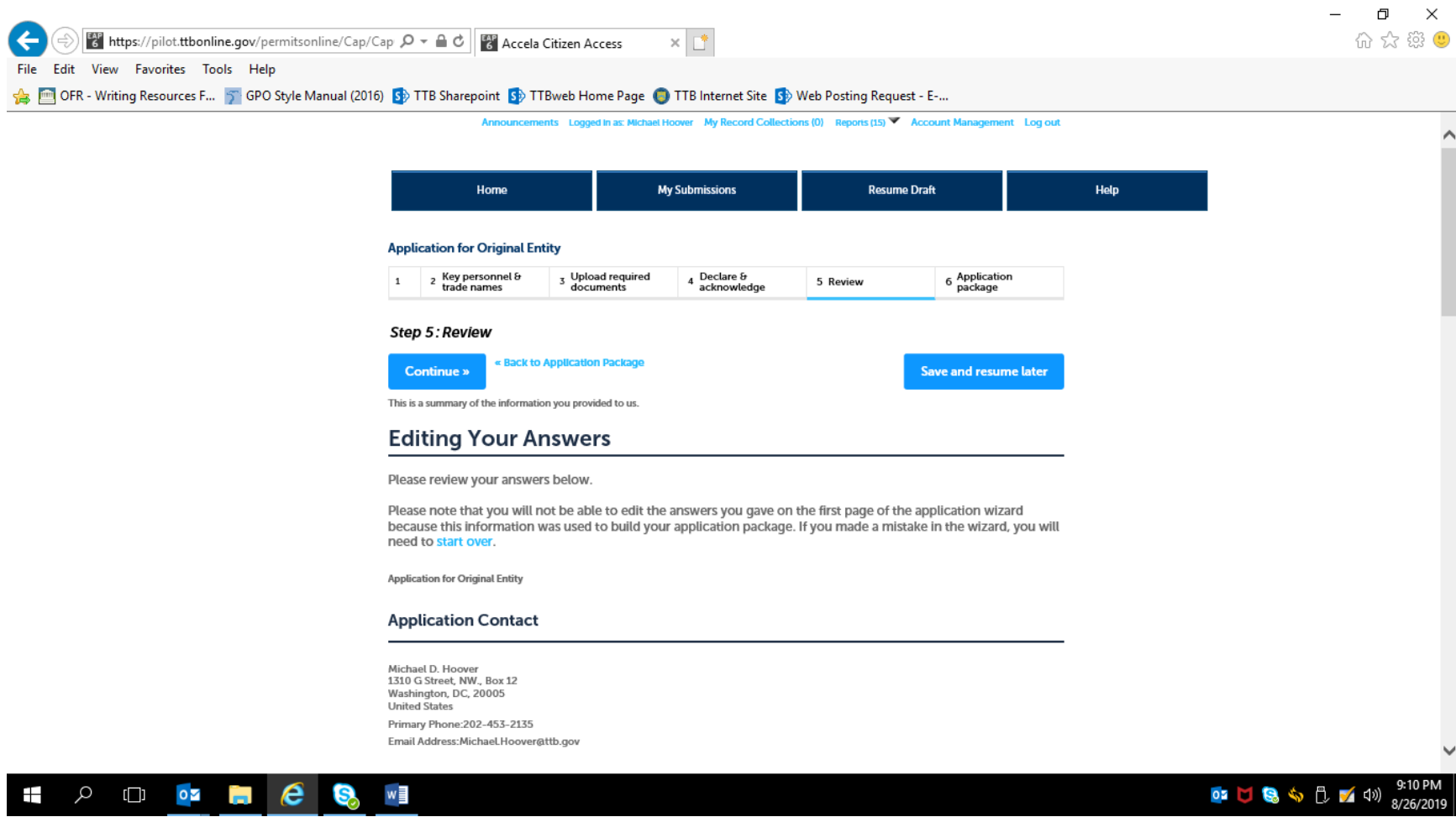
Name	Document Type	Size	Date	Action
No records found.				

[Add](#)

[Continue >](#) [Back to Application Package](#) [Save and resume later](#)



Review of Original Entity Application —



Bottom of Original Entity review screen:

Browser address bar: <https://pilot.ttbonline.gov/permitonline/Cap/Cap>

Page Title: Accela Citizen Access

Navigation: File Edit View Favorites Tools Help

Taskbar: OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

### 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](#)

### Declaration

DECLARE AND ACKNOWLEDGE

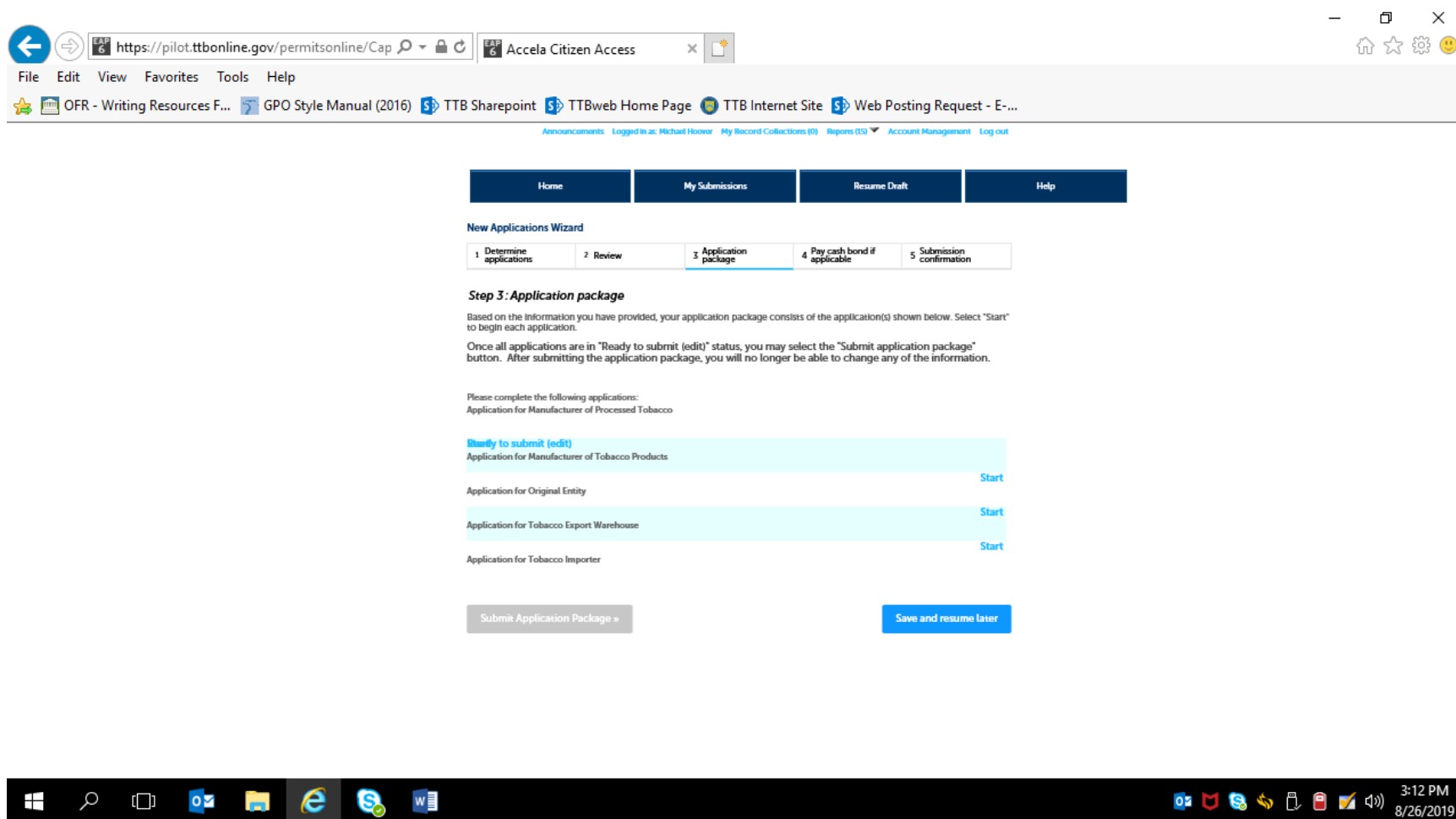
I declare under penalties of perjury under the laws of the United States of America, that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.: Yes

Declaration Date: 08/26/2019

[Continue »](#) [« Back to Application Package](#) [Save and resume later](#)

Windows Taskbar: 9:11 PM 8/26/2019

After review, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



## Screens for New Tobacco Importer Permit:

Browser address bar: <https://pilot.ttbonline.gov/permitonline/Cap/Cap>

Page Title: Application for Tobacco Importer

Progress Bar:

1 Mailing address	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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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:

Entity Information

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

Business Name:

EIN:

**PERMIT INFORMATION**

Permit Number:

**Premises Address**

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

Street #  Fraction  Direction  Street Name  Street Type  Street Suffix

Unit Type  Unit Number

Rural Address Line 1

Unit Type <sup>?</sup> Unit <sup>?</sup>  
--Select-- Number

Rural Address Line 1 <sup>?</sup>  
*Do not re-enter your Street Address*

Rural Address Line 2 <sup>?</sup>  
*Do not re-enter your Street Address*

City State ZIP Code County  
Washington DC 20005

### 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**

Remove

Continue » ◀ Back to Application Package Save and resume later

9:54 PM  
8/26/2019



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Application for Tobacco Importer

1 Mailing address	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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Step 2: Operation description >>

\* indicates a required field

Step 2a

**DBA/OPERATING NAME**

Doing Business As / Operating Name:

By checking this box I certify that the Doing Business As / Operating Name listed above has been registered with my county or state, if applicable:

**REASON FOR THE APPLICATION**

New Importer of tobacco products / processed tobacco:

**OWNER BACKGROUND INFORMATION**

Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of a corporation, interest holder who holds more than ten percent interest holding of a limited liability company, sole proprietor, or any officer, director, partner, member, manager, or person  Yes  No

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### OWNER BACKGROUND INFORMATION

Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of a corporation, interest holder who holds more than ten percent interest holding of a limited liability company, sole proprietor, or any officer, director, partner, member, manager, or person of primary interest in the business ever been subject to or are currently subject to legal proceedings involving a felony violation of any provision of Federal criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes? :  Yes  No

If yes, please provide details of each event, including dates and reasons: \*

Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of a corporation, interest holder who holds more than ten percent interest holding of a limited liability company, sole proprietor, or any officer, director, partner, member, manager, or person of primary interest in the business ever been convicted of a felony violation of any provision of Federal or State criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes? :  Yes  No

If yes, provide details of each event, including dates, places, and final disposition: \*

### IMPORTER OPERATION INFORMATION

Select your proposed operation(s).

Importer of Tobacco Products:  ?

Importer of Processed Tobacco:  ?

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If yes, provide details of each event, including dates, places, and final disposition: \*

**IMPORTER OPERATION INFORMATION**  
Select your proposed operation(s).

Importer of Tobacco Products:

Importer of Processed Tobacco:

**Step 2b**

**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

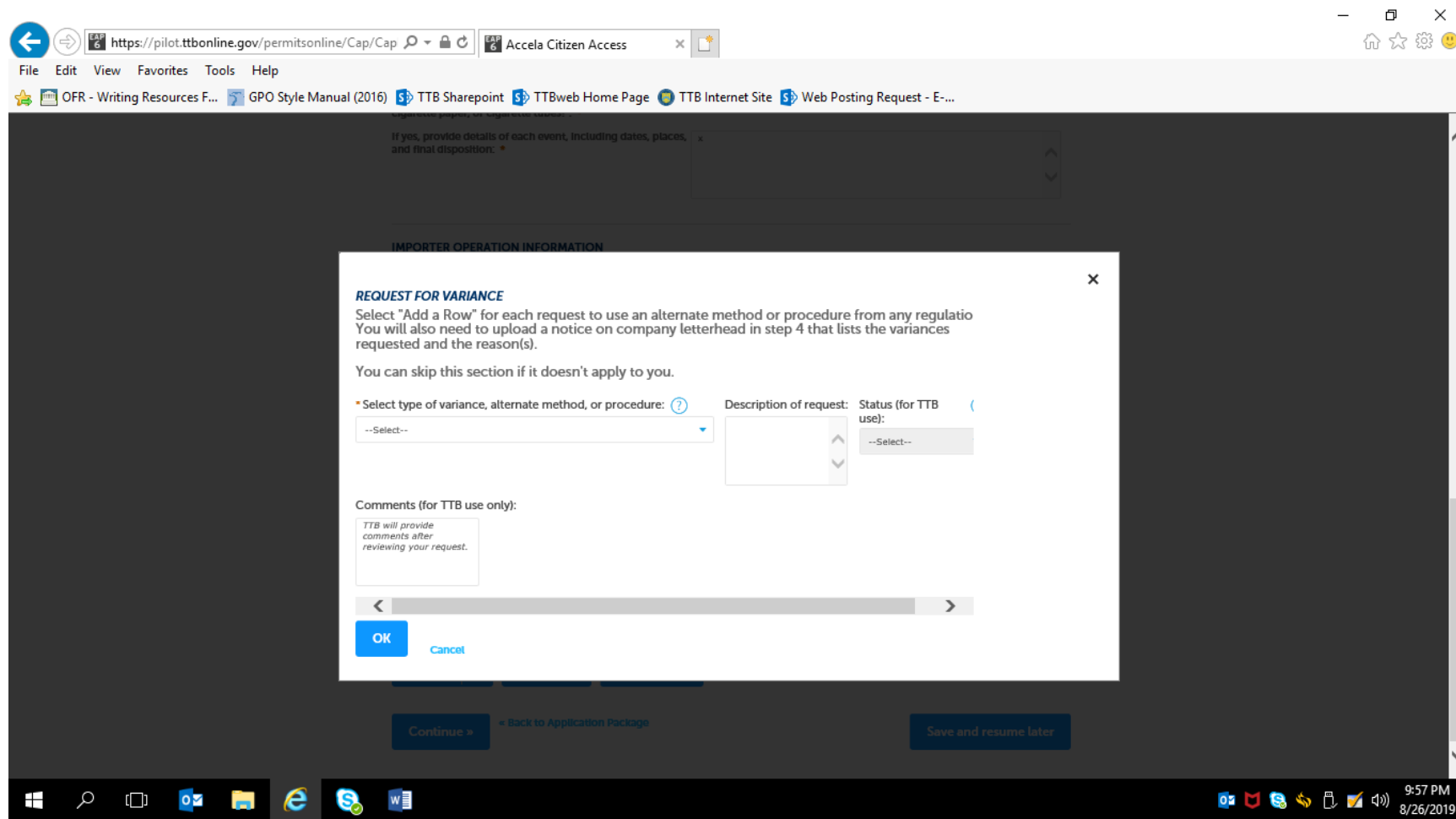
Select type of variance, alternate method, or procedure	Description of request	Status (for TTB use)	Comments (for TTB use only)
No records found.			

Add a Row Edit Selected Delete Selected

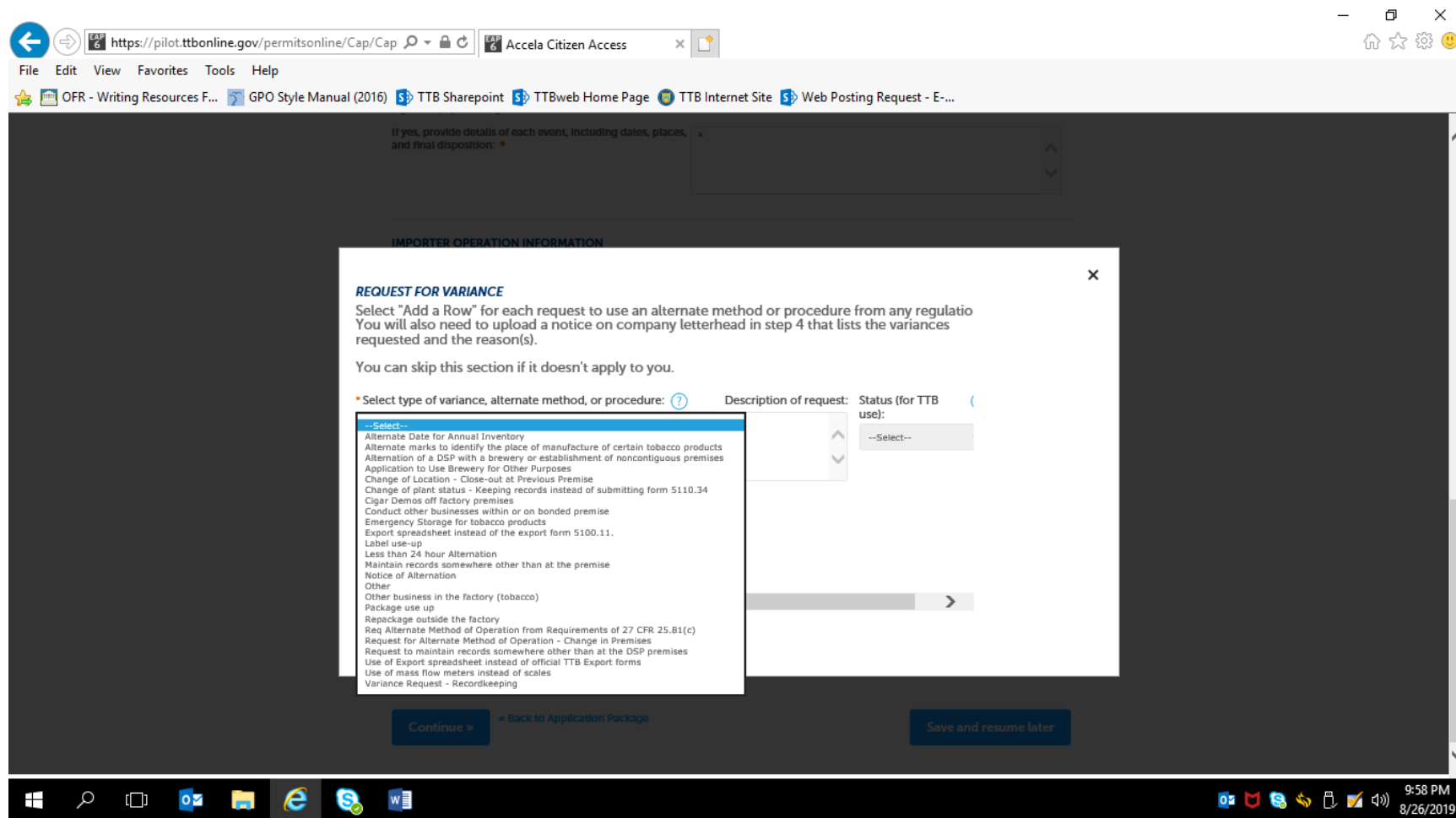
Continue » Back to Application Package Save and resume later

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If a Variance is required, the applicant selects “Add a Row” and completes this screen:



The types of Variances available are shown here in the drop-down menu:



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Step 3: Upload required documents >>

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.

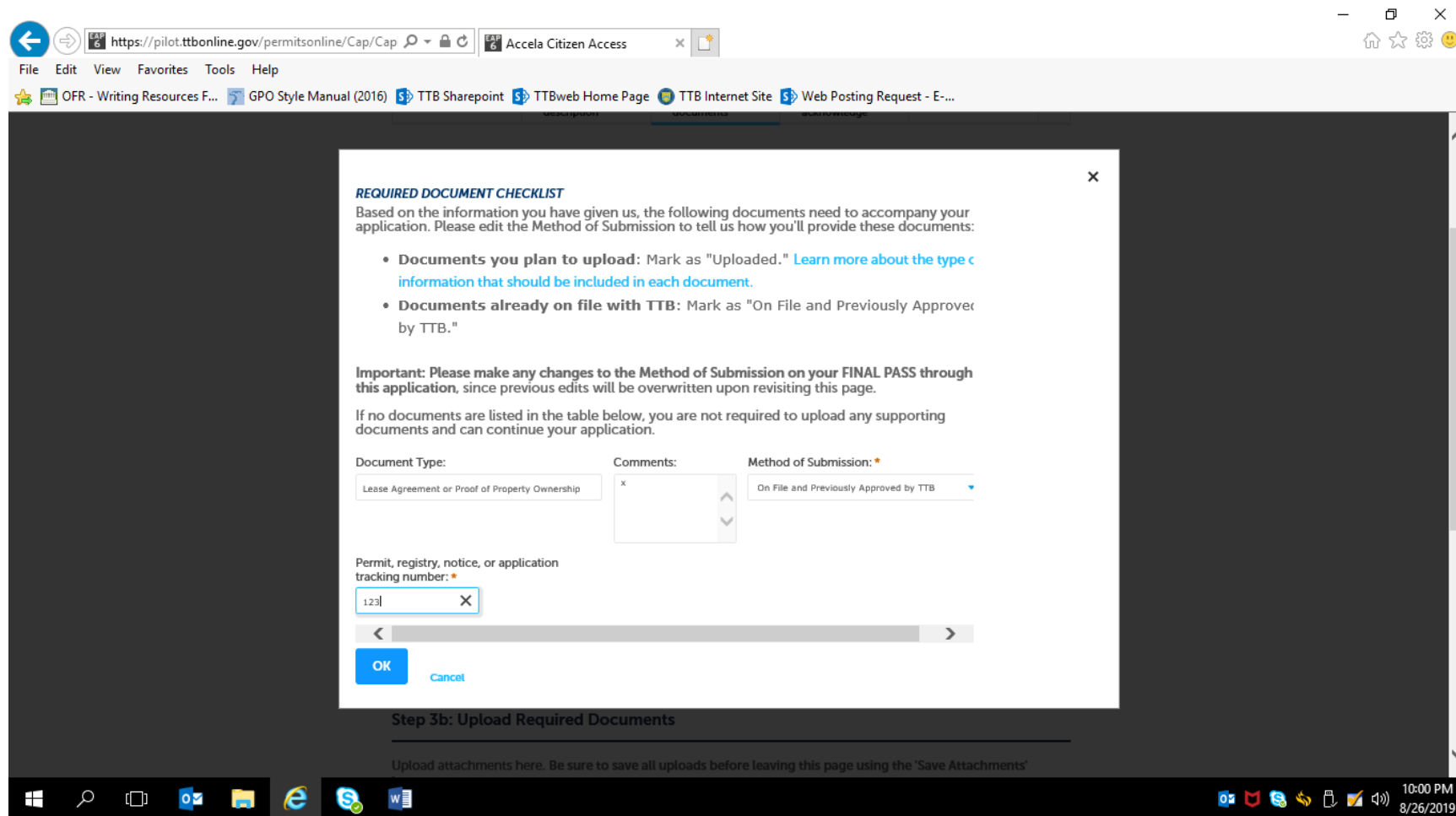
If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-1 of 1

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Lease Agreement or Proof of Property Ownership		Uploaded		<a href="#">Actions</a>

Edit Selected

Required document sub-screen:



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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"/>	Lease Agreement or Proof of Property Ownership	x	On File and Previously Approved by TTB	123	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

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Application for Tobacco Importer

1	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6 Application package
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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

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Step 5: Review —

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**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.

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](#).

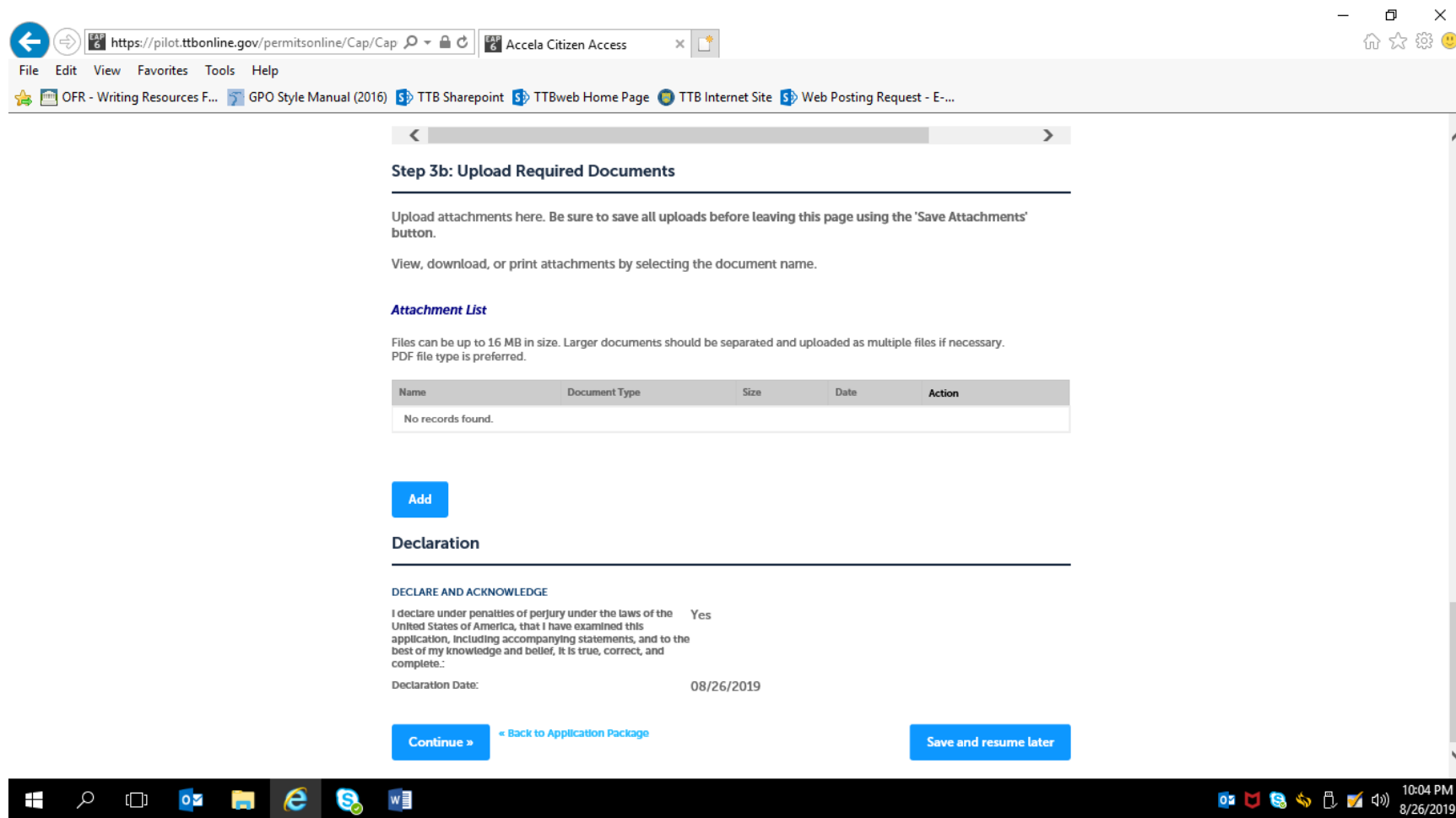
Application for Tobacco Importer

#### 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

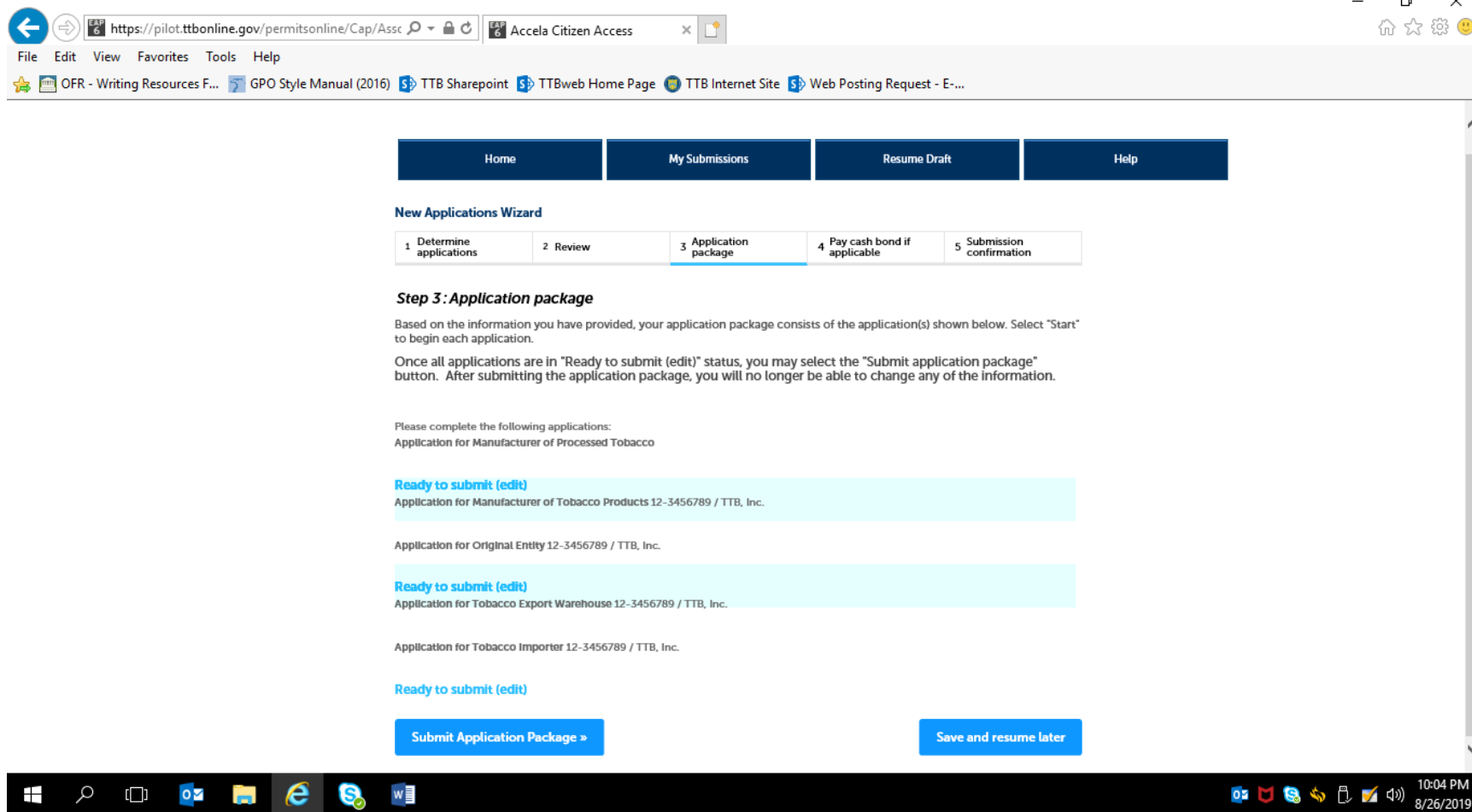
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Review continues to the bottom of the Review Screen; the applicant may edit the displayed information. Once reviewed, the applicant clicks “Continue.”



After review, the applicant is presented with the Submit Application screen; see below —

Submit Application Package screen:



After submitting the application(s) package, the applicant receives a Submission Confirmation from the PONL system.

Submission Confirmation Screen:


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**Submission Confirmation**

 Congratulations! You have successfully submitted your application(s) to TTB.  
The tracking number(s) for your application(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 Washington DC 20005**

19CAP-00000507

2019-MPR-00008-O

2019-EXW-00022-O

2019-MTP-00017-O

2019-TIM-00010-O

**Entity Application, Personnel Questionnaires, and Access Requests**

2019-ENTITY-00161-O

There are new items in your Inbox.

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— END —