Permits Online (PONL) — Personnel Questionnaire (Screen Shots)

August 2019

PONL Log-in Page



After clicking "Fill out a Personnel Questionnaire," on the PONL log-in page, the respondent is presented with the Rules and Responsibilities screen:





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After accepting the Rules and Responsibilities, the respondent is taken to Step 1 -- Contact Information:

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Clicking on "New" respondent results in the Contact Information page:

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Completion of the Contact Information page results in a review page for that information:



The respondent then clicks the Continue button.

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The respondent then completes Step 2 -- Citizenship and Criminal Record Information. If a "No" answer is provided to any question in Questions 1 through 7, the PONL system removes the Explanation text boxes shown below for each question:

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1 information 2 criminal rec. >> Step 2: Information Step 2: BASIC INFORMATION Provide the name you usually use: Have you ever been known by any other Provide any other names used: * * Provide any other names used: * * * Provide any other names used: * * <		Home M Personnel Questionnaire	Ay Submissions Resume Draft	Help				^
BASIC INFORMATION Provide the name you usually use: Have you ever been known by any other names used: * Provide any other names used: * Provide the date of legal name change, if applicable: Birthplace - City: * Birthplace - State: * I. Have you ever been summoned for, arrested for, or charged with any violation of any Field and or State law price and the products regulated by Chargers find and cigarette papers and trubes of the Internal Revenue Code or the Fielderal Actional Adord Hardmarks and the products regulated by Chargers for minor traffic violations need not be reported; = *		1 information 2 criminal rec. Step 2: Citizenship θ criminal res Step 2a	3 boundary 4 Review 3 acknowledge 4 Review	 S confirmation Indicates a required field 				
name:: * Provide any other names used: * x Provide the date of legal name change, if applicable: Birthplace - City: * Birthplace - State: * 2 DC 1. Have you ever been summened for, arrested for, or charged with any violation of any Federal or State arrelated to products regulated by Chapter 51 (distilled spirits, wine, and beer or 52 (bobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act? (Charges for minor traffic violations need not be reported): *		BASIC INFORMATION Provide the name you usually use: Have you ever been known by any other	⑦● Yes ○ No					
Birthplace - State: • Birthplace - State: •		name?: * Provide any other names used: * Provide the date of legal name change, if applicable: Birthplace - City: *	x 3 01/01/2001					
any Federal or Statu Faw related to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act? (Charges for minor traffic violations need not be reported):: *		Birthplace - State: * 1. Have you ever been summoned for, arrested for, or charged with any violation of	Washington DC ▼ () () Yes ◯ No					
		any Federal or State law related to products regulated by Chapter 51 (distilled spirits, wime, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act? (Charges for minor traffic violations need not be reported):: *	5					
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							AMENDED INFORMATION Is this PQ being submitted in support of an amendment to an existing permit, registration, or notice? * 1. Have you ever been arrested for, charged with, (•) Yes () No or convicted of any crime under federal, state, or foreign laws other than misdemeanor traffic violations or convictions that are not felonies under federal, state, or of or state law?. * If yes, please explain: * 2. Have you ever been denied a permit, license, or (•) Yes () No other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol (beverage), tobacco produce, tor a registration or sell, manufacture, produce, import, each, or origin) agency or had such a permit, license, registration, or other authorization revoked, suspended, or otherwise terminated?: *					
							Step 2b					
							SUPPLEMENTAL INFORMATION *5. Have you ever compromised or settled, by Yes () No payment (including fines), stipulated suspension, surrender of permit, or otherwise any violation of federal law relating to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette appers and tubes) of the Internal Revenue Code or any violation of the conditions					
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							Step 2b SUPPLEMENTAL INFO * 5. Have you ever comp payment (including fine surrender of permit, or federal law relating to p Chapter 51 (distilled spi (tobacco products, pro- cigarette papers and tu Revenue Code or any v of a permit or registrati Federal Alcohol Adminin Revenue Code:	PRMATIC promised s), stipul otherwis oroducts irits, win- cessed to bes) of th iolation on issues stration	ON d or settle lated susj se any vio regulater e, and ber obacco, a he Interna of the cor d to you t Act or the	ed, by (pension, olation of d by er) or 52 ind al nditions under the e Internal	n, • Y of 2 s he nal	Yes 🔿 Ni	No																
							If yes, please explain: • If you were born outsid country of birth: • 6. Have you as an indi with a partnership, LLC been affiliated with a fe to distill, produce, brew rectify or blend, bottle, import products regula (distilled spirts, wine, a papers and tubes) of th or the Federal Alcohol / If yes, enter permit, reg known:	e the U.S vidual or , firm, or deral pe distribut ted by C nd beer) bacco, a e Interna Administ istry, or	S., give yo r in connet r corporat rmit or ap facture, us te, sell, de Chapter 51 o r 52 (toi nd cigare al Revenu tration Ac notice nu	ection (tion ever pproval se, store, al in, or bacco tte ie Code t2: imber (if	er er l e, nr	Yes 🔿 No	No																
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The respondent then may click the Continue button to move to Step 3.

The respondent then completes Step 3 – Declare and Acknowledge:

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	Step 3: Declare & ackno	wledae>>								
			Indicates a required field							
	Declaration									
	DECLARE AND ACKNOWLEDGE By checking the box below, you accompanying statements, and	: I declare under penalty of perjury it is true, correct, and complete to	plication, including d belief.							
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	I declare under penalties of perjur laws of the United States of Ameri examined this application, includi accompanying statements, and to knowledge and belief, it is true, co complete:: *	y under the ica, that I have ing the best of my orrrect, and								
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Completing Step 3 and clicking on the Continue button take the respondent to Step 4.

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In Step 4 – Review, the respondent may review and edit the information provided in Steps 1 through 3:

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	Personnel Questionnaire						
	1 Contact information 2 Citizenship θ criminal rec. 3 Declare θ acknowledge 4 Review 5 Submission confirmation						
	Step 4: Review						
	Continue » Save and resume later						
	This is a summary of the Information you provided to us.						- 1
	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.						
	Personnel Questionnaire						
	Officer-Owner						
	Michael D. Hoover Primary Phone: 202-453-2135 Birth Date03/02/1959 Email Address: Michael Hoover@ttb.gov Male ***-**-1111 1310 G Street, NW Owner Washington, DC, 20005 United States						
	Step 2a						
	BASIC INFORMATION						
	Provide the name you usually use: Mike						
	Have you ever been known by any other name?: Yes						
	Provide any other names used: X						
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Provide the date of legal name change, if applicable:	01/01/2001					
Birthplace - City:	Washington					
Birthplace - State:	DC					
1. Have you ever been summoned for, arre for, or charged with any violation of any Fe or State law related to products regulated Chapter 51 (distilled spirits, wine, and beer (tobacco products, processed tobacco, an cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act? (Charges for minor tra violations need not be reported)::	sted Yes ederal by) or 52 d					
If yes, please explain:	x					
2. Have you ever been summoned for, arre for, or charged with a felony or misdemean violation of any other federal or state law? misdemeanors, include summonses, arrest charges within the last ten years. (Charges minor traffic violations need not be report	sted Yes nor For is, or for ed):					
If yes, please explain:	x					
 Have you ever been convicted of any fel misdemeanor under federal or state law? (Convictions for minor traffic violations ne be reported): 	ony or Yes ed not					
If yes, please explain:	x					
4. Has disapproval ever been given to any application or notice of interimon to manu use, store, rectify, bottle, distribute, sell, in or transport alcohol, denatured spirits, dis spirits, beer, wines, tobacco products filed or any firm or corporation of which you w proprietor or a partner, officer, director pn stockholder, or responsible employee?:	Yes facture, nport tilled by you ere incipal					
If YES to question 4 - State name under wh application was filed and reasons for disap	ich x proval:					
AMENDED INFORMATION						
Is this PQ being submitted in support of an amendment to an existing permit, registral notice?:	tion, or					
 Have you ever been arrested for, charge or convicted of any crime under federal, st foreign laws other than misdemeanor traff violations or convictions that are not felon under federal or state law?: 	d with, Yes ate, or ic ies					

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							If yes, please explain: 2. Have you ever been den other authorization to eng manufacture, distribute, in alcohol (beverage or non- produce, inport, esport, p. firearms or armunition pr goverment (federal, state agency or had such a pern or other authorization reve otherwise terminated?: If yes, please explain: Step 2b	ied a permit, licens age in any business port, sell, or use beverage), tobacco to sell, manufactur urchase, or use oducts by any l, local, or foreign) it, license, registra jked, suspended, o	x e, or Yes s to pre, tion, rr									
							SUPPLEMENTAL INFORMA 5. Have you ever compron payment (including finea), surrender of permit, or oth federal law relating to pro- Chapter S1 (distilled spiriti (tobacco products, proces cigarette papers and tube Revenue Code or any violo of a permit or registration Federal Alcohol Administr Revenue Code?:	TION issed or settled, by stipulated suspensis nerwise any violatio fucts regulated by , wine, and beer) or sed tobacco, and) of the Internal tion of the condition issued to you under tion Act or the International sectors and the sectors and the sectors issued to you under the sectors and the sectors issued to you under the sectors and the sectors and the sectors issued to you under the sectors and the sectors and the sectors issued to you under the sectors and the sectors	Yes ion, in of r 52 ons r the ernal									
							If yes, please explain: If you were born outside th country of birth:	ne U.S., give your	x x									
							6. Have you as an individu a partnership, LLC, firm, or affiliated with a federal pe- distill, produce, brew, mar rectify or blend, bottle, dis import products regulated (distilled spirits, wine, and products, processed tobac papers and tubes) of the Ir or the Federal Alcohol Adr	al or in connection corporation ever b mit or approval to ufacture, use, store tribute, sell, deal in by Chapter 51 beer) or 52 (tobacc co, and cigarette ternal Revenue Co ninistration Act?:	withYes been e, a, or co de									
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							Provide the dates of your i	nvolvement:	X									
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After reviewing the provided information, the respondent may click the Continue button to complete submission of the PONL Personnel Questionnaire.

After the review pages and clicking Continue, the respondent is presented with the Submission Confirmation page:



