

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

August 2019

PONL Log-in Page

Accela Citizen Access

pilot.ttbonline.gov/permitsonline/Welcome.aspx

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

Home My Submissions Resume Draft Help

Welcome Michael Hoover
You are now logged in.

What do you want to do today?

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.

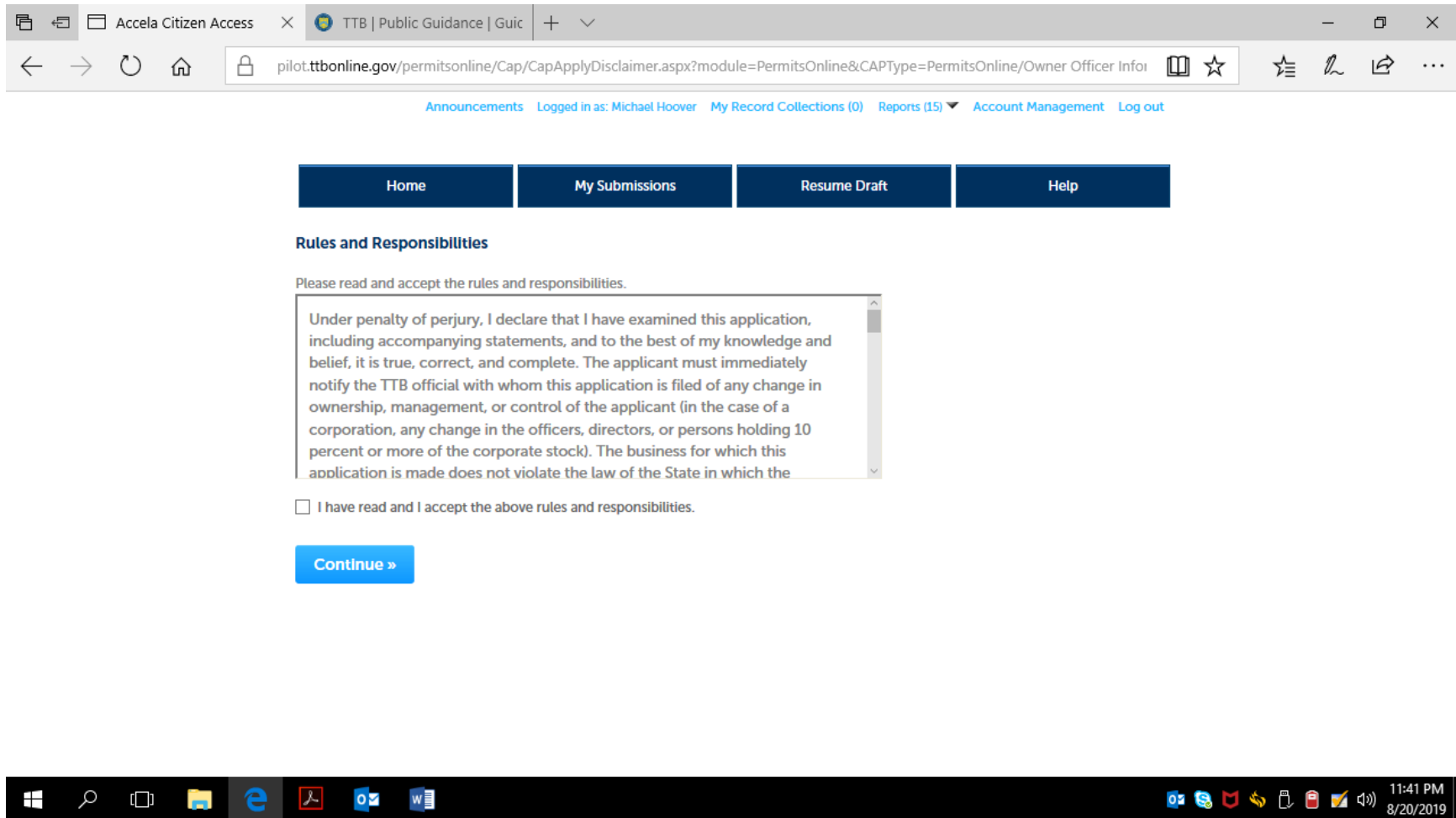
Helpful resources:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)

[See more online help](#) ▶

10:51 PM
8/20/2019

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



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

The screenshot shows a web browser window with the URL pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?Module=PermitsOnline&stepNumber=2&pageNumber=1&isFeeEstimator=&Tab. The page header includes navigation links: Home, My Submissions, Resume Draft, and Help. Below this is a progress bar for the 'Personnel Questionnaire' with five steps: 1 Contact information, 2 Citizenship & criminal rec., 3 Declare & acknowledge, 4 Review, and 5 Submission confirmation. Step 1 is currently active.

Step 1: Contact information >>
About the Personnel Questionnaire (PQ)
Personnel Questionnaires (formerly called Owner Officer Information Application, or OOI) must be completed for the following people:

- Sole proprietorships: The owner
- Partnerships: Each partner
- LLCs: Each member, manager and/or managing member; each interest-holder with 10% or more ownership; each trustee of a trust that holds ownership of the LLC
- Corporations: Each officer; each director; each shareholder holding 10% or more of the shares; each trustee of a trust that holds ownership of the corporation

[Learn more about the PQ](#) and how it fits into the application process. * Indicates a required field

Officer-Owner

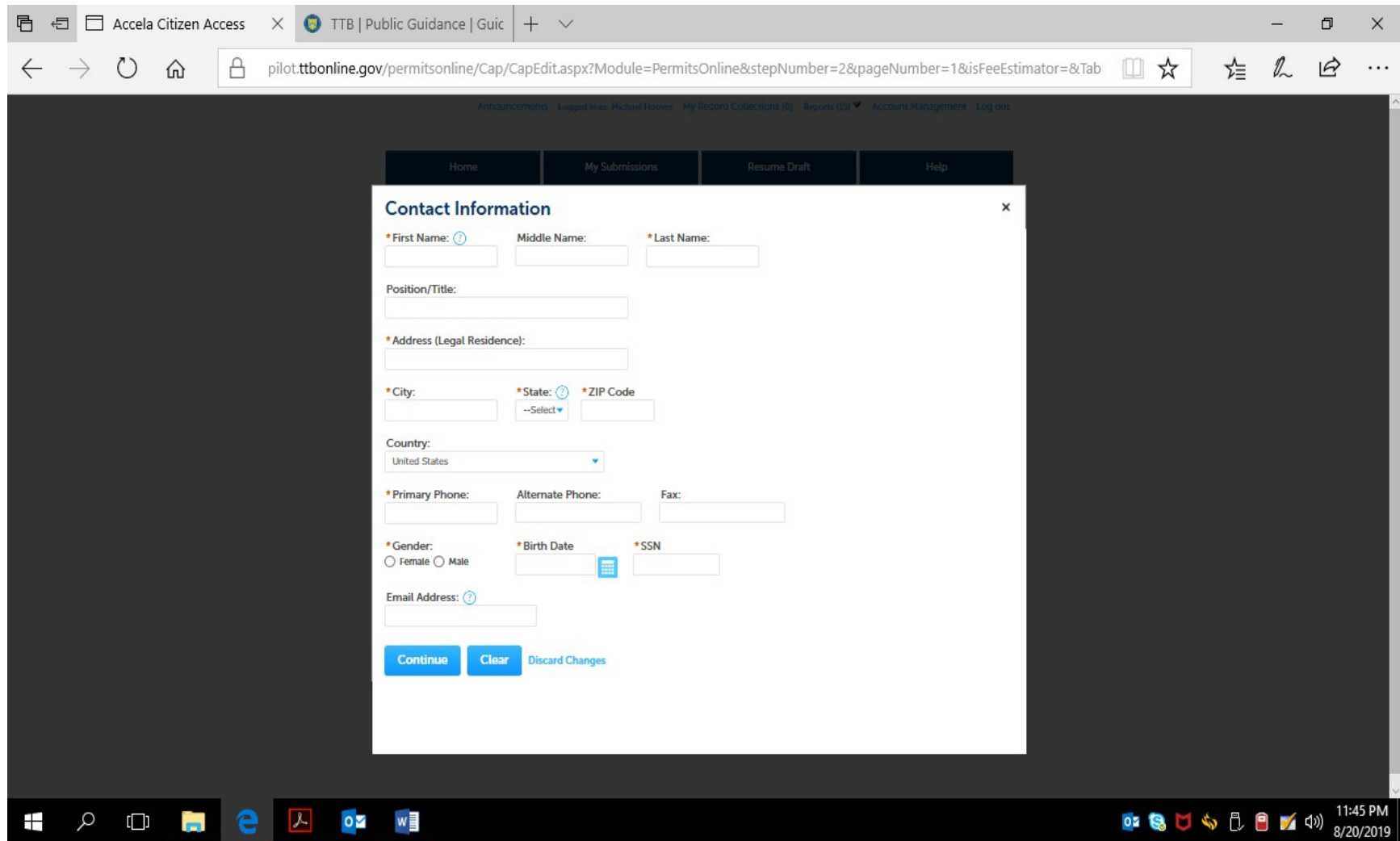
Please provide the contact information for the person for whom this PQ is being completed.

Select "Auto Fill" if this PQ is for you, the person logged into Permits Online. Select "New" if you are completing this PQ on behalf of someone else.

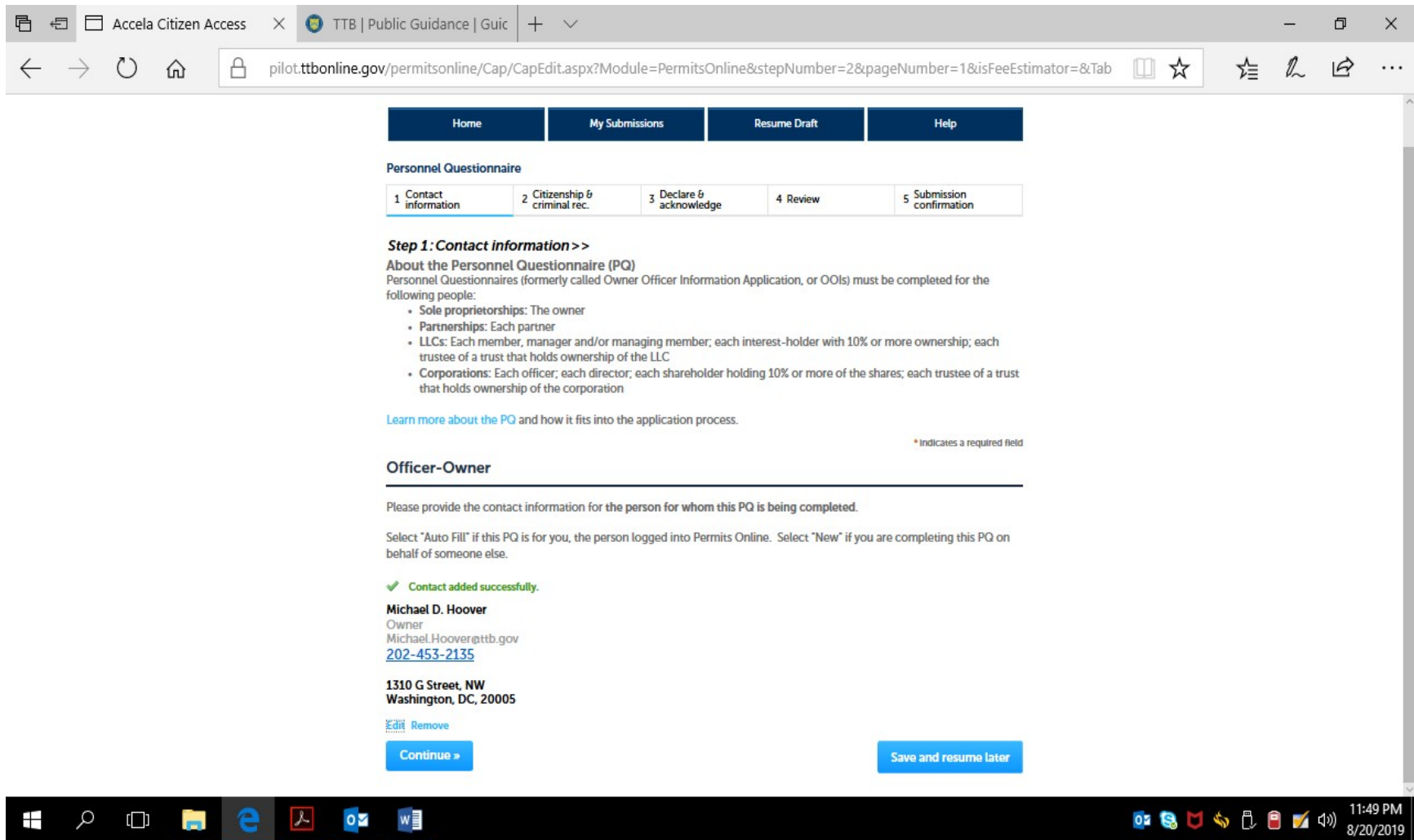
Buttons: Auto Fill, New, Continue >, Save and resume later

The Windows taskbar at the bottom shows the time as 11:44 PM on 8/20/2019.

Clicking on “New” respondent results in the Contact Information page:



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:

Home My Submissions Resume Draft Help

Personnel Questionnaire

1 Contact information 2 Citizenship & criminal rec. 3 Declare & acknowledge 4 Review 5 Submission confirmation

Step 2: Citizenship & criminal rec. >> *Indicates a required field

Step 2a

BASIC INFORMATION

Provide the name you usually use:

Have you ever been known by any other name?: Yes No

Provide any other names used:

Provide the date of legal name change, if applicable:

Birthplace - City:

Birthplace - State:

1. Have you ever been summoned for, arrested for, or charged with any violation of any Federal or State law 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): Yes No

If yes, please explain:

12:18 AM 8/21/2019

AMENDED INFORMATION

Is this PG being submitted in support of an amendment to an existing permit, registration, or notice?: Yes No

1. Have you ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than misdemeanor traffic violations or convictions that are not felonies under federal or state law?: Yes No

If yes, please explain: *

2. Have you ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol (beverage or non-beverage), tobacco products, or a registration to sell, manufacture, produce, import, export, purchase, or use firearms or ammunition products by any government (federal, state, local, or foreign) agency or had such a permit, license, registration, or other authorization revoked, suspended, or otherwise terminated?: Yes No

If yes, please explain: *

Step 2b

SUPPLEMENTAL INFORMATION

* 5. Have you ever compromised or settled, by 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 papers and tubes) of the Internal Revenue Code or any violation of the conditions Yes No

Step 2b

SUPPLEMENTAL INFORMATION

* 5. Have you ever compromised or settled, by 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 papers and tubes) of the Internal Revenue Code or any violation of the conditions of a permit or registration issued to you under the Federal Alcohol Administration Act or the Internal Revenue Code?: Yes No

If yes, please explain: *

If you were born outside the U.S., give your country of birth:

* 6. Have you as an individual or in connection with a partnership, LLC, firm, or corporation ever been affiliated with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import 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?: Yes No

If yes, enter permit, registry, or notice number (if known):

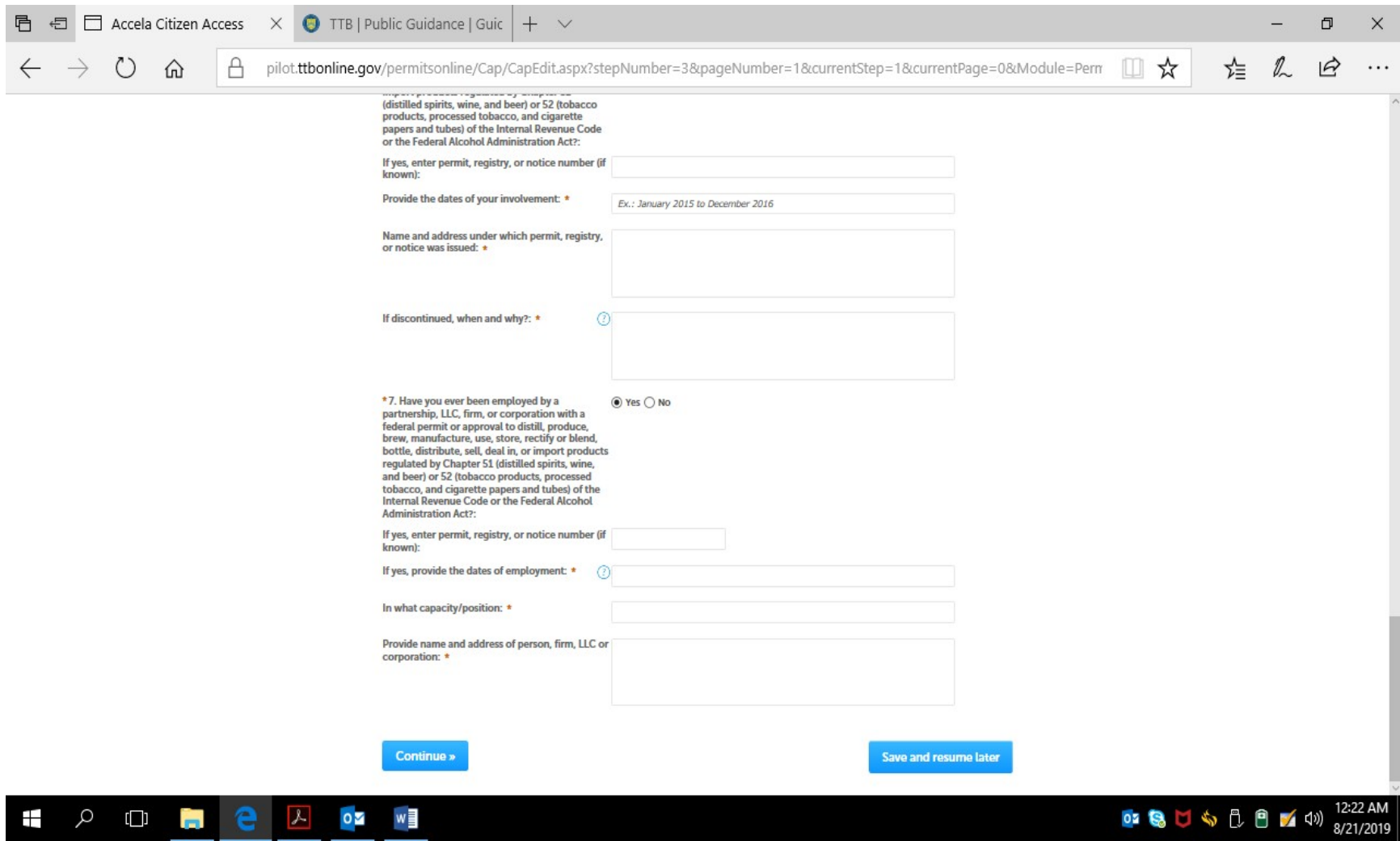
Provide the dates of your involvement: *

Ex.: January 2015 to December 2016

Name and address under which permit, registry, or notice was issued: *

If discontinued, when and why?: *





The respondent then may click the Continue button to move to Step 3.

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The respondent then completes Step 3 – Declare and Acknowledge:

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Accela Citizen Access, TTB | Public Guidance | Guic
- Address Bar:** pilot.ttonline.gov/permitonline/Cap/CapEdit.aspx?stepNumber=4&pageNumber=1¤tStep=2¤tPage=0&Module=Perr
- User Interface:**
 - Navigation menu: Home, My Submissions, Resume Draft, Help
 - Section: Personnel Questionnaire
 - Progress bar: 1 Contact information, 2 Citizenship & criminal rec., 3 Declare & acknowledge (active), 4 Review, 5 Submission confirmation
 - Section: Step 3: Declare & acknowledge >>
 - Section: Declaration
 - Text: **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.
 - Text: 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.
 - Text: Declaration Date:
 - Buttons: Continue >, Save and resume later

The Windows taskbar at the bottom shows the time as 12:23 AM on 8/21/2019.

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:

Home My Submissions Resume Draft Help

Personnel Questionnaire

1 Contact information	2 Citizenship & criminal rec.	3 Declare & acknowledge	4 Review	5 Submission confirmation
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Step 4: 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.

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
Birth Date: 03/02/1959
Male
***-**-1111
1310 G Street, NW
Owner
Washington, DC, 20005
United States

Primary Phone: [202-453-2135](tel:202-453-2135)
Email Address: Michael.Hoover@ttb.gov

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
Provide the date of legal name change, if: 01/01/2001

12:27 AM
8/21/2019

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, arrested for, or charged with any violation of any Federal or State law 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): Yes
If yes, please explain: x
2. Have you ever been summoned for, arrested for, or charged with a felony or misdemeanor violation of any other federal or state law? For misdemeanors, include summonses, arrests, or charges within the last ten years. (Charges for minor traffic violations need not be reported): Yes
If yes, please explain: x
3. Have you ever been convicted of any felony or misdemeanor under federal or state law? (Convictions for minor traffic violations need not be reported): Yes
If yes, please explain: x
4. Has disapproval ever been given to any application or notice of intention to manufacture, use, store, rectify, bottle, distribute, sell, import or transport alcohol, denatured spirits, distilled spirits, beer, wines, tobacco products filed by you or any firm or corporation of which you were proprietor or a partner, officer, director principal stockholder, or responsible employee?: Yes
If YES to question 4 - State name under which application was filed and reasons for disapproval: x

AMENDED INFORMATION
Is this PG being submitted in support of an amendment to an existing permit, registration, or notice?: Yes
1. Have you ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than misdemeanor traffic violations or convictions that are not felonies under federal or state law?: Yes

If yes, please explain: x
2. Have you ever been denied a permit, license, or Yes
other authorization to engage in any business to
manufacture, distribute, import, sell, or use
alcohol (beverage or non-beverage), tobacco
products, or a registration to sell, manufacture,
produce, import, export, purchase, or use
firearms or ammunition products by any
government (federal, state, local, or foreign)
agency or had such a permit, license, registration,
or other authorization revoked, suspended, or
otherwise terminated?:
If yes, please explain: x

Step 2b

SUPPLEMENTAL INFORMATION

5. Have you ever compromised or settled, by Yes
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 papers and tubes) of the Internal
Revenue Code or any violation of the conditions
of a permit or registration issued to you under the
Federal Alcohol Administration Act or the Internal
Revenue Code?:

If yes, please explain: x

If you were born outside the U.S., give your x
country of birth:

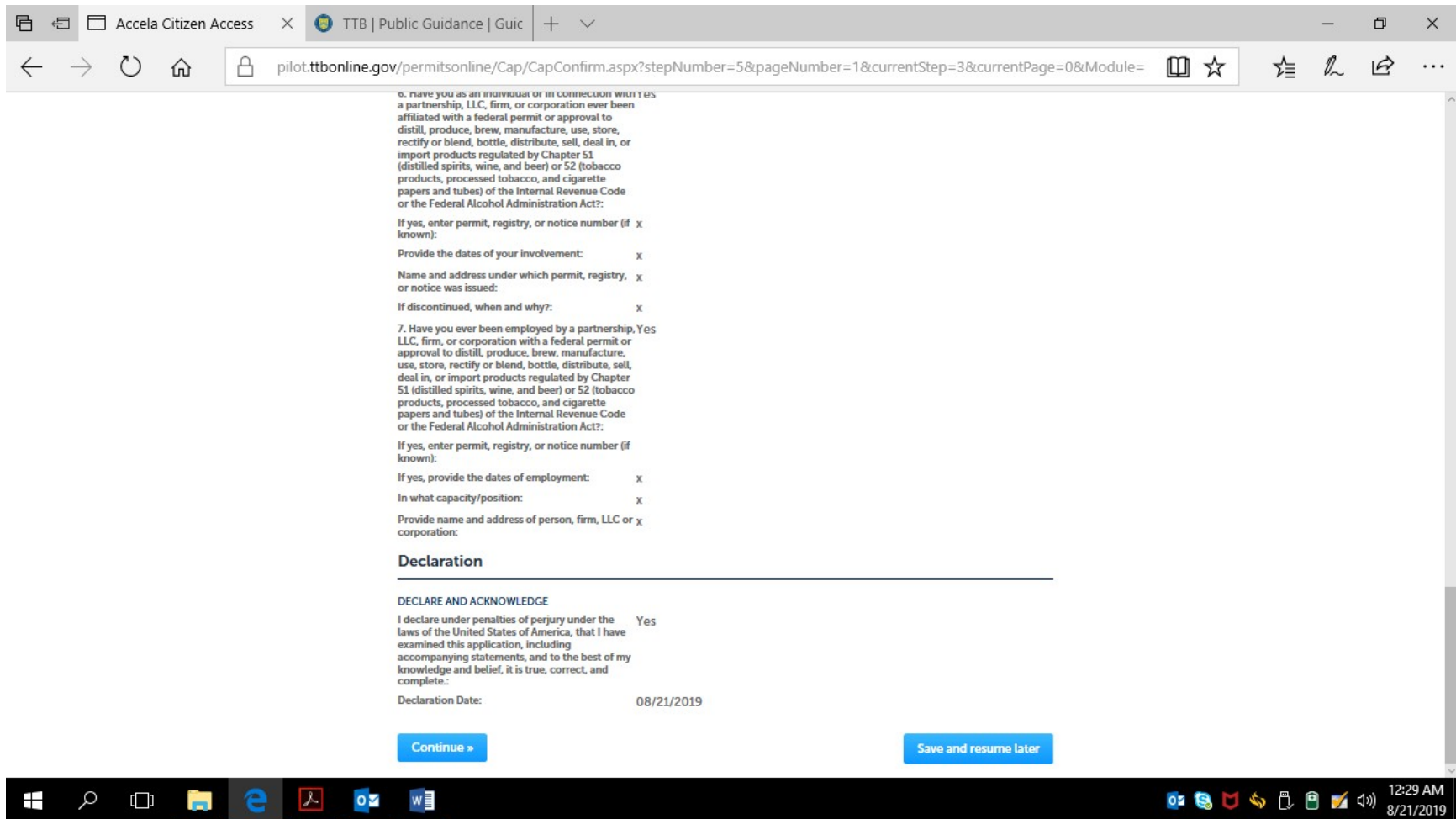
6. Have you as an individual or in connection with Yes
a partnership, LLC, firm, or corporation ever been
affiliated with a federal permit or approval to
distill, produce, brew, manufacture, use, store,
rectify or blend, bottle, distribute, sell, deal in, or
import products regulated by Chapter 51
(distilled 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?:

If yes, enter permit, registry, or notice number (if x
known):

Provide the dates of your involvement: x

Name and address under which permit, registry, x
or notice was issued:

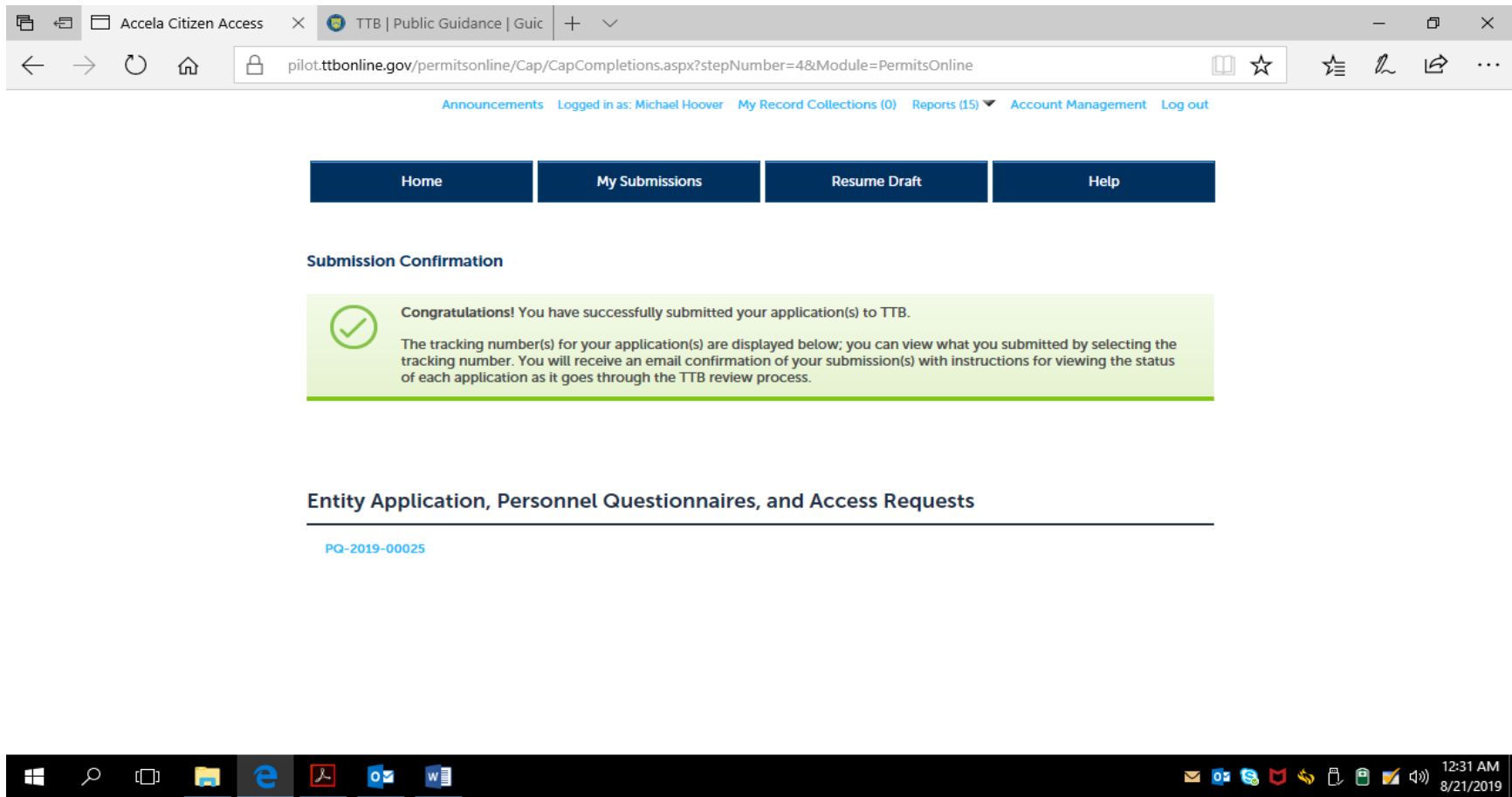
If discontinued, when and why?: x



After reviewing the provided information, the respondent may click the Continue button to complete submission of the PONL Personnel Questionnaire.

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



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