

Permits Online (PONL) Screen Shots — Distilled Spirits Plant Operating Permit, OMB Control No. 1513-0040 (10-2018)

OMB No. 1513-0040, Application for Operating Permit under 26 U.S.C. 5171(d), is included within the Distilled Spirits Plant Application portion of TTB's "Permits Online" system (PONL) at <https://www.ttbonline.gov/permitsonline/>. This PONL application is equivalent to form TTB F 5110.25. Screen shots for the Distilled Spirits Plant Operating Permit Application follow:

PONL Log-in Screen:

https://www.ttbonline.gov/permitsonline/

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

Permits Online

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Permits Online

- Get started by [viewing our tutorial](#)
- See all [online help](#)

We've made big changes to Permits Online!
See what this means for you:

Welcome to TTB's
NEW Permits Online

Alcohol and Tobacco Tax and Trade Bureau

Already familiar with Permits Online?

8:54 AM
10/4/2018

Permits Online (PONL) Screen Shots — Distilled Spirits Plant Operating Permit, OMB Control No. 1513-0040 (10-2018)

PONL Log-in Screen (continued):

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Welcome to TTB's NEW Permits Online

Alcohol and Tobacco Tax and Trade Bureau

Already familiar with Permits Online?

Did you know:

- Now you can submit multiple changes as one amendment.
- You can amend business entity information on all of your permits, registrations, or notices with one submission.
- Most paper-filed applications can now be amended in Permits Online.
- Owner/officer information (OOI) applications are now called Personnel Questionnaires.

See [what's new with Permits Online](#)

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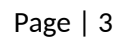
Don't have an account?

[Register Now](#)

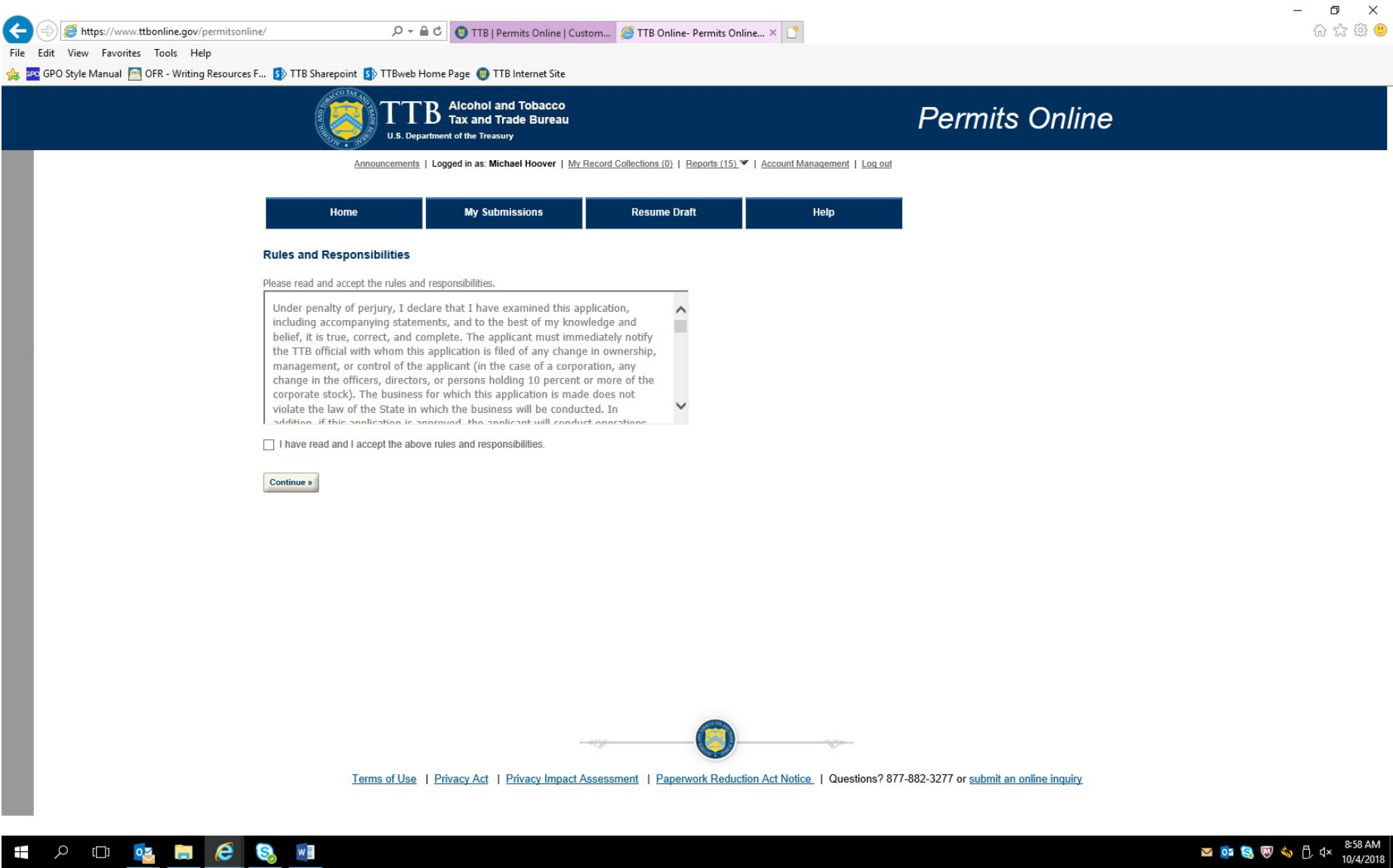
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8:55 AM
10/4/2018

Screen shown after successful log-in:




After clicking appropriate “What do you want to do today?” link, the Penalty of Perjury screen appears:



After accepting perjury statement, the New Applications wizard screen appears. The Application Contact information auto fills from PONL registration information:

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 **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

HomeMy SubmissionsResume DraftHelp

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 #FractionDirectionStreet NameStreet TypeStreet Suffix

--Select--

--Select--

--Select--

Unit TypeUnit Number


--Select--


Rural Address Line 1

Do not re-enter your Street Address

Rural Address Line 2

Do not re-enter your Street Address



 9:00 AM
10/4/2018

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New Application Wizard screen continued:

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New Application Wizard screen continued:

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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.

Business Entity

ENTITY INFORMATION

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

* Business structure:

--Select--

State where incorporated or organized: *

--Select--

* 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 »



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9:03 AM
10/4/2018

Selecting “Alcohol” and “Spirits (distillery / industrial use)” in the Commodity Selection section, then “Distilled Spirits Plant” in the “Application Types” section results in these additional data fields appearing (similar data fields appear for other types of alcohol commodity selections):

https://www.ttbonline.gov/permitsonline/

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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.

Alcohol Fuel Plant: ☐

Distilled Spirits Plant: ☒

Specially Denatured Spirits - Dealer: ☐

Specially Denatured Spirits - User: ☐

U.S. Government Specially Denatured Spirits: ☐

U.S. Government Tax Free Alcohol: ☐

Tax Free Alcohol User: ☐

9:04 AM 10/5/2018

Selecting “Corporation” in the Business Entity section, leads to this screen, including a confirmation statement:

Business Entity

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

* 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?: ☐ Yes ☒ No

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

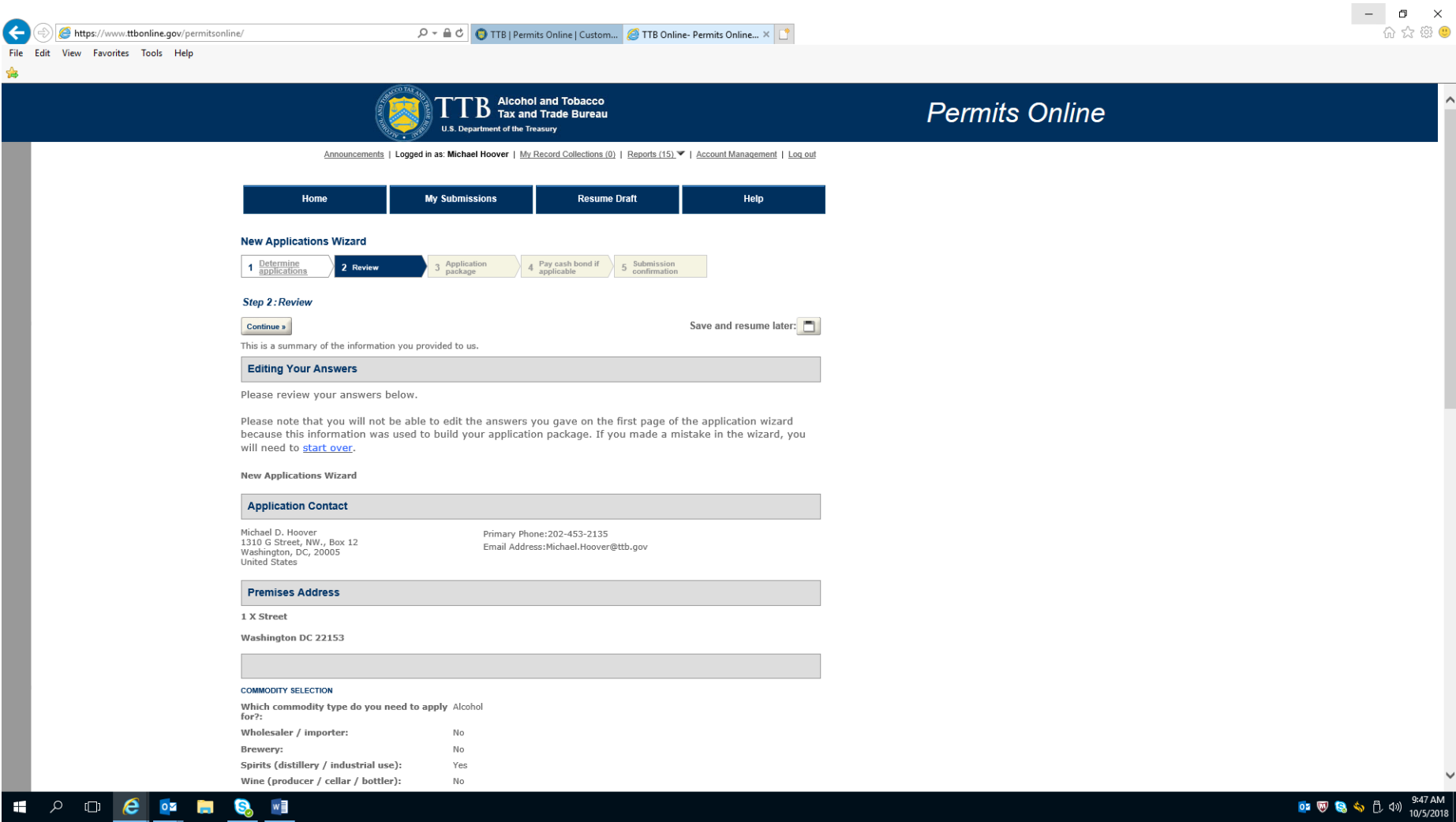
* Are you going to be a tenant in an alternating proprietorship arrangement?: ☐ Yes ☒ No

* Are you already operating another TTB-regulated business under the same EIN at this premises location?: ☐ 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 OOLs). 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 to your application package (don't count the ones submitted separately): 1

After confirmation is made, the next screen allows the applicant to review the information submitted to this point in the PONL application:



New Application Wizard—Review of Information (continued)

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APPLICATION TYPES

Alcohol Fuel Plant:

No

Distilled Spirits Plant:

Yes

Specially Denatured Spirits - Dealer:

No

Specially Denatured Spirits - User:

No

U.S. Government Specially Denatured Spirits:

No

U.S. Government Tax Free Alcohol:

No

Tax-Free Alcohol User:

No

Business Entity

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:

XXX, Inc.

Are you going to be a tenant in an alternating proprietorship arrangement?:

No

Are you already operating another TTB-regulated business under the same EIN at this premises location?:

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 OOLs). 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 to your application package (don't count those that are being submitted separately)?:

1


Make Sure Your Answers are Correct









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: 





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Application for a Distilled Spirits Plant—Initial Page (continued)

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FileEditViewFavoritesToolsHelp

Permit Number:

Registry Number:

Operating Permit Number:

Premises Address

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

Street #

1

Fraction

Direction

--Select--

* Street Name

X Street

Street Type

--Select--

Street Suffix

--Select--

Unit Type

--Select--

Unit Number

Rural Address Line 1

Do not re-enter your Street Address

Rural Address Line 2

Do not re-enter your Street Address

* City

Washington

* State

DC

* ZIP Code

22153

County

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:

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Questions? 877-882-3277 or submit an online inquiry

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Application for a Distilled Spirits Plant—Operations Description (continued)

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Application for a Distilled Spirits Plant—Operations Description (continued)

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Provide the bulk storage capacity (in gallons):

Describe the storage system for spirits bottled and cased or otherwise packaged and placed in approved containers for removal from bonded premises:

Will spirits be redistilled?:

☐ Yes ☐ No

DSP INFORMATION

Describe each tract of land that makes up the distillery by using directions and distances. Please describe the land only:

Provide the dimensions (size) of the bonded premises:

Describe the construction of each building that is part of the bonded premises:

Describe the operations conducted in each building that is part of the bonded premises:

List the location of each door for the buildings that are part of the bonded premises:

If only part of the building is being used for DSP operations, list and describe each floor/room(s) that are part of the bonded premises and the operations being conducted. Enter N/A if the entire building is being used for the DSP operations:

List any outside tanks that will be used for production, storage and processing of spirits, and/or for denaturing sprits, articles, or wine:

Describe the general premises which includes all areas of the plant that are not covered under the bond:

Enter "None" if this doesn't apply to your operation.

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Application for a Distilled Spirits Plant—Operations Description (continued)

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Describe the general premises which includes all areas of the plant that are not covered under the bond:

Will you be alternating?: ☐ Yes ☐ No

Describe any area of the distilled spirits plant that will be shared with another business or type of operation, including all areas, floors, rooms, and equipment:

Provide the maximum combined number of proof gallons that will be produced, stored, and in transit to the bonded premises during a 15 day period:

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

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

Describe the plant security, including methods used to secure buildings or plant operations located within a portion of the building and any outdoor tanks:

Will any guard personnel be employed?: ☐ Yes ☐ No

Will any electronic or mechanical alarm system be used?: ☐ Yes ☐ No

I certify that locks used will meet the following specifications as required in the Code of Federal Regulations, Part, 19.192 (f). (i) Corresponding serial number on the lock and on the key, except for master key locking systems; (ii) Case hardened shackle at least one-fourth inch in diameter, with heel and toe locking; (iii) Body width of at least 2 inches; (iv) Captured key feature (key may not be removed while shackle is unlocked); (v) A tumbler with at least 5 pins; and (vi) A lock and key containing no biting data: ☐

List all persons, by their position and title, who have access to the keys for the locks:

By checking this box I certify that accounting records for this distilled spirits plant will be maintained in accordance with generally accepted accounting principles: ☐

Describe any other business that will be conducted on the premises. Please include a description of the business, a list of buildings and/or equipment that will be used, and a statement of the relationship of the business to the distilled spirits plant, if there is any:

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Application for a Distilled Spirits Plant—Operations Description (continued)

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are prohibited from establishing it on the premises. The retail store must be separated from the premises by floor to ceiling wall separation and have its own entrance from the outside. Do you understand this requirement?:

OWNER BACKGROUND INFORMATION

Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or non-beverage) by any government agency (federal, state, local, or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated?: ☐ Yes ☐ No

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

Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than traffic violations or convictions that are not felonies under federal or state law?: ☐ Yes ☐ No

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

[Continue >](#) [Back to Application Package](#)

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Application for a Distilled Spirits Plant—Environmental and Bond Information (continued) — Adding DSP Equipment:

Step 3a

WATER QUALITY INFORMATION

Enter "Not Applicable" as needed

List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes:

Provide beginning and ending dates for release:

DSP EQUIPMENT

Select "Add a Row" to list all stills, tanks and condensers used in production, storage and processing of distilled spirits, wine, denatured spirits and articles.

*Select type of Equipment:

--Select--

If other, please describe:

Serial Number:

Capacity: ?

Kind of Still:

--Select--

If other, please describe:

Intended Use:

--Select--

OK

Cancel

Showing 0-0 of 0

List all Select locations of Type covered by this bond	Effective Date of Bond (must be on or before date of TTB approval)	Operations Coverage	Withdrawal Coverage	Amount of Bond	Category	Enter Surety Name	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP Number	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Issue Date	Enter T-Note/Bond Exec Date
No records found.												

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Application for a Distilled Spirits Plant—Environmental and Bond Information (continued) — Adding a DSP Bond

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DSP EQUIPMENT

Select "Add a Row" to list all stills, tanks and condensers used in production, storage and processing of distilled spirits, wine, denatured spirits and articles.

Showing 1-1 of 1

Select type of Equipment

If other, give description

Serial Number

Capacity

Kind of Still

If other still, please describe

Intended Use

Tank

12345XXXXX

100

Tank - Storage

Actions

Add a Row

Edit Selected

Delete Selected

DSP BOND

If you are required to furnish a bond, select "Add a Row" to provide your DSP Bond information (find out if you need a bond).

You will also be required to upload a corresponding bond form on the next page. Use this worksheet to determine the right amount of bond coverage for you.

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

Select bond type:

--Select--

List all locations covered under this bond:

* Bond kind:

--Select--

Effective date of bond (must be on or before date of TTB approval):

Bond coverage - operations (\$):

0

Bond coverage - withdrawal (\$):

0

Amount of bond (\$):

0

Select bond category:

--Select--

Enter surety name:

Enter surety bond number:

Enter T-Note/bond - CUSIP number:

Enter T-Note/bond - interest rate:

Enter T-Note/bond - maturity date:

Enter T-Note/bond - issue date:

Enter execution date:

OK

Cancel

NumberExemptionSpiritsDenatured SpiritsNumber of ShipperName of Shipperreceivers bondMaximum OperationsAuthorized to be TransferredAuthorized Person for Receiving Transferred Plant

No records found.

Add a Row

Edit Selected

Delete Selected

ALTERNATION OF PREMISES

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

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Application for a Distilled Spirits Plant—Environmental and Bond Information (continued)

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ALTERNATION OF PROPRIETORS

If you are sharing the use of the premises with any other distilled spirits plant, select "Add a Row" for each additional proprietor conducting operations at this location. You don't need to add a row for your business.

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

Showing 0-0 of 0

Select Alternating Role	Host Name	Host Permit Number	Host Registry Number	Tenant Name	Tenant Permit Number	Tenant Registry Number	Co-Tenant Name	Co-Tenant Permit Number	Co-Tenant Registry Number	Host Tracking Number
No records found.										

Add a RowEdit SelectedDelete Selected

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 operation	Description of proposed Operation(s)
No records found.			

Add a RowEdit SelectedDelete Selected

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

Variance, Alternate Method, Special Permission Type	Description of Request	Status	Status Comments
No records found.			

Add a RowEdit SelectedDelete Selected

Application Information

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 form number of the bond that you are changing	Enter the Total Penal Sum	Enter the Effective Date of this Change of Bond	Description of change
No records found.				

Add a RowEdit SelectedDelete Selected

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Application for Distilled Spirit Plant –Required Document Checklist (Continued)

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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 1-4 of 4

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/> Diagram		Uploaded		Actions
<input type="checkbox"/> Source of Funds Documentation		Uploaded		Actions
<input type="checkbox"/> Bond Form		Uploaded		Actions
<input type="checkbox"/> Lease Agreement or Proof of Property Ownership		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:

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Application for Distilled Spirit Plant---Review

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Application for Distilled Spirit Plant---Review (Continued)

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Operating Permit Number:

Premises Address

1 X Street

Washington DC 22153

Mailing Address

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

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name:

REASON FOR THE APPLICATION

New distilled spirits plant: Yes

DSP OPERATION TYPE

Select the type of Distilled Spirits Plant (DSP) operation(s) you are applying for: Industrial Only

DSP BEVERAGE OPERATION INFO

DSP INDUSTRIAL OPERATION INFO

Distiller: Yes

Warehouseman: No

Bottling or Packaging: No

Denaturing Spirits: No

Manufacturing Articles: No

Processor - Other: No

Provide the total proof gallons of spirits that can be produced daily:

Describe the step by step production procedure used to produce spirits from an original source. Begin with the treating, mashing, or fermenting of the raw materials and continue through each step of the distilling, purifying and refining process, until production is complete:

DSP INFORMATION

Describe each tract of land that makes up the distillery by using directions and distances. Please describe the land only:

Provide the dimensions (size) of the bonded premises:

Describe the construction of each building that is part of the bonded premises:

Windows Taskbar

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Application for Distilled Spirit Plant---Review (Continued)

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Application Information

CONSENT OF SURETY
No entries for this section.

Step 4a

REQUIRED DOCUMENT CHECKLIST

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
Diagram		Uploaded	
Source of Funds Documentation		Uploaded	
Bond Form		Uploaded	
Lease Agreement or Proof of Property Ownership		Uploaded	

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
Generic File to Upload for Testing Purposes.docx	Diagram	11.22 KB	10/05/2018	Actions
Generic File to Upload for Testing Purposes.docx	Source of Funds Documentation	11.22 KB	10/05/2018	Actions
Generic File to Upload for Testing Purposes.docx	Bond Form	11.22 KB	10/05/2018	Actions
Generic File to Upload for Testing Purposes.docx	Lease Agreement or Proof of Property Ownership	11.22 KB	10/05/2018	Actions

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: 10/05/2018

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Privacy Impact Assessment (continued)

