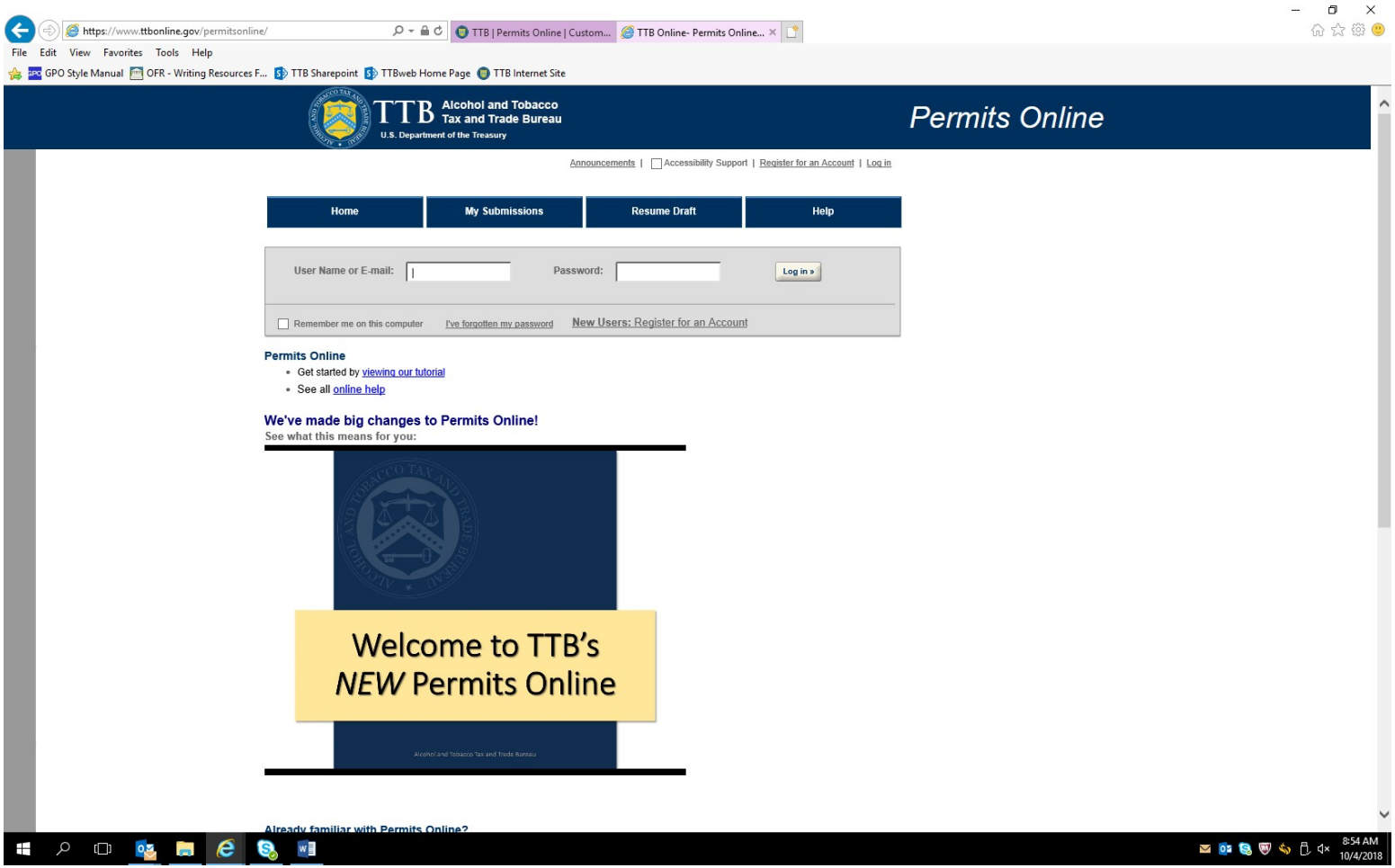
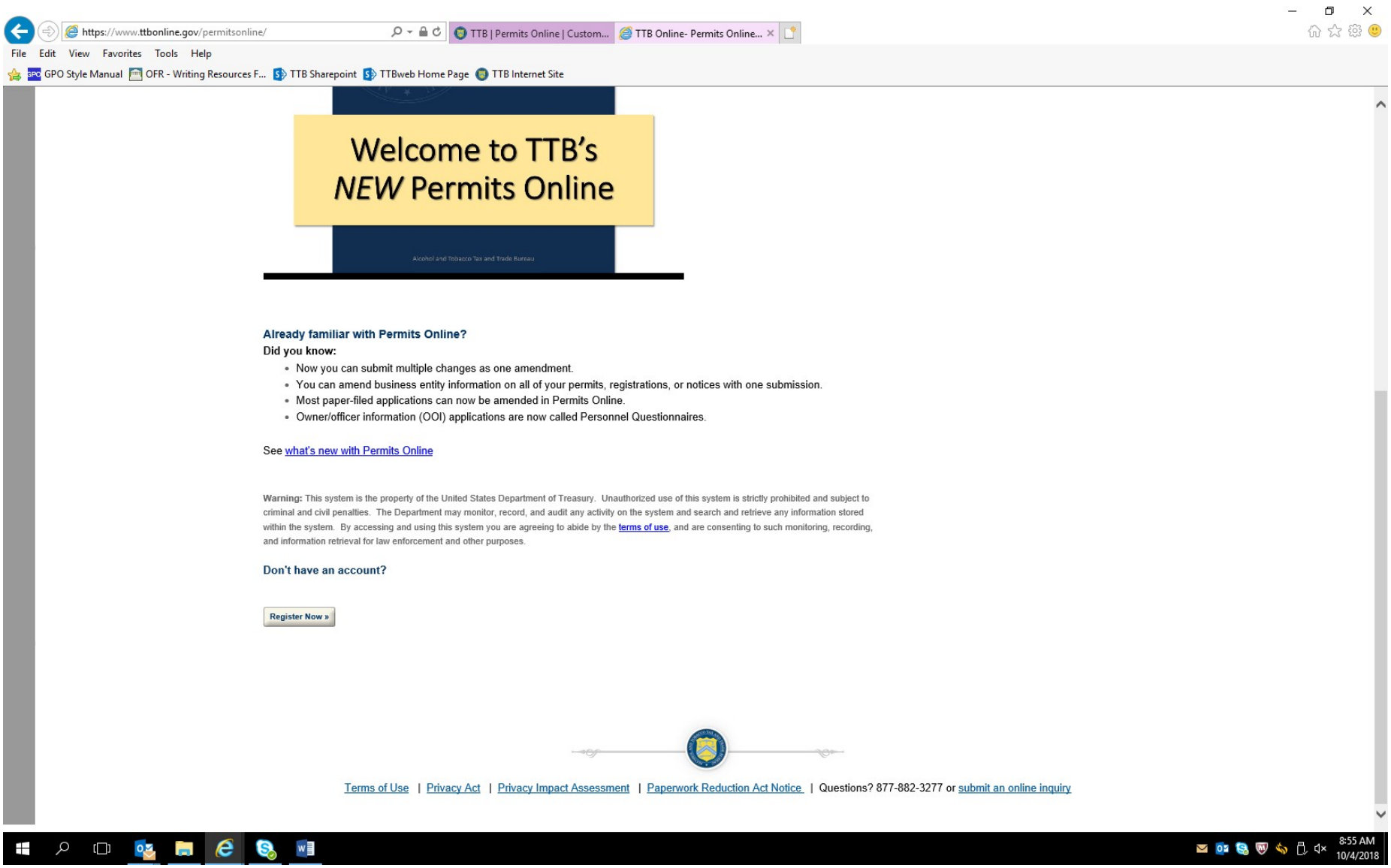
Permits Online (PONL), New Alcohol Wholesaler or Importer Application — for OMB Control No. 1513–0018, Application for Basic Permit under the Federal Alcohol Administration Act).

This PONL application is equivalent to TTB F 5100.24, Application for Basic Permit under the Federal Alcohol Administration Act, for new alcohol beverage (distilled spirits, wine, malt beverages) Wholesaler or Importer permit applications made on that form.

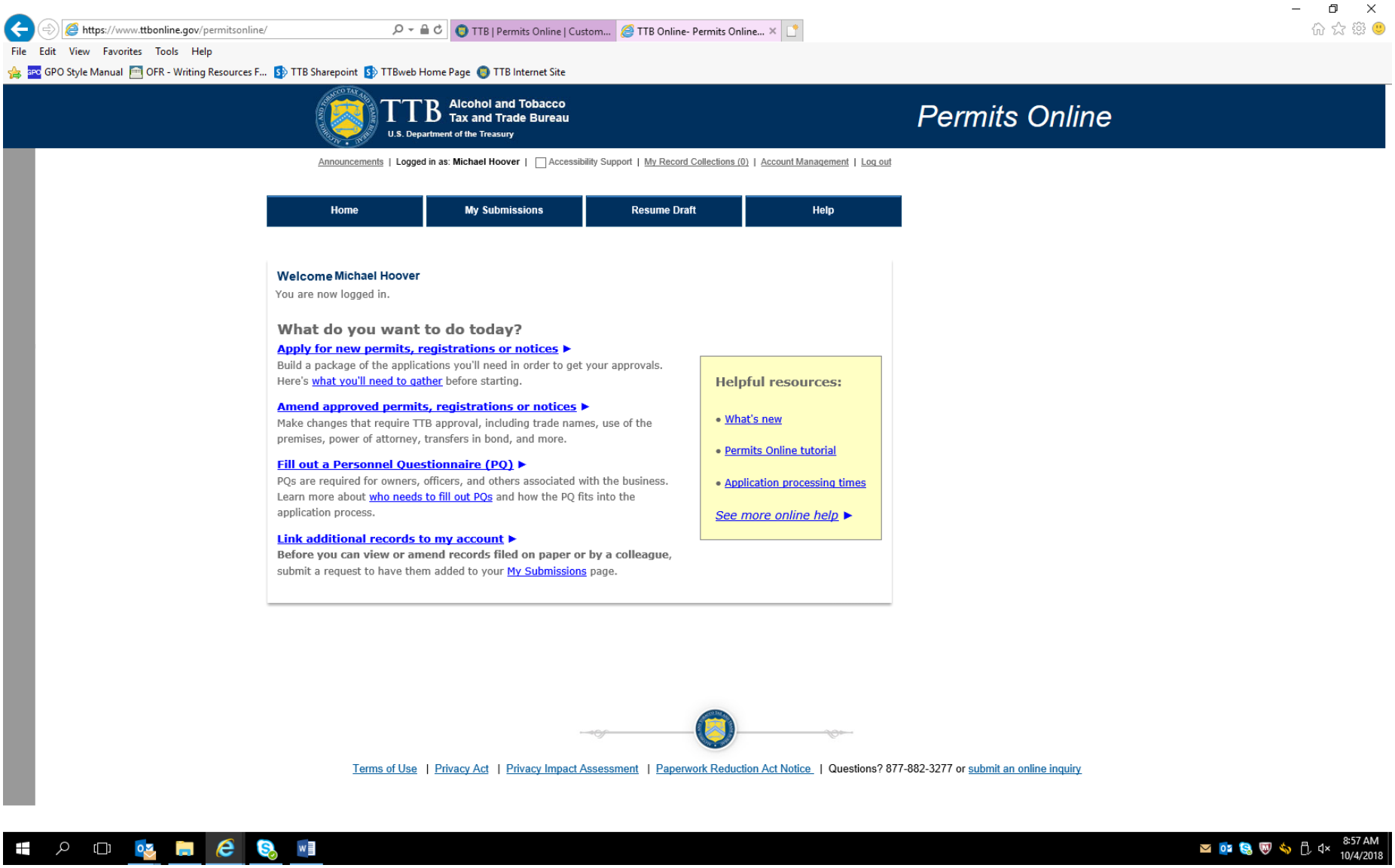
PONL Log-in Screen:



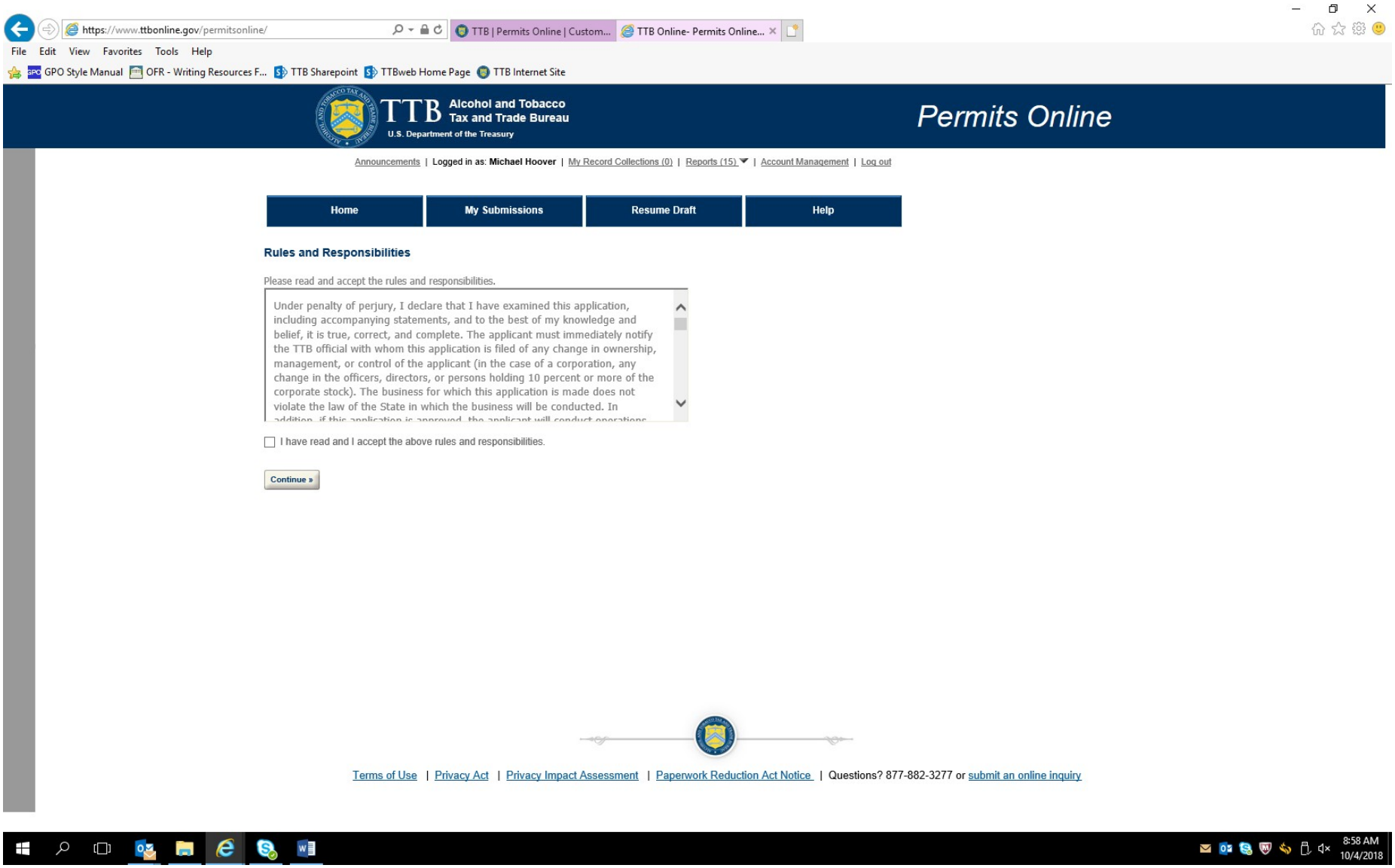
PONL Log-in Screen (continued):



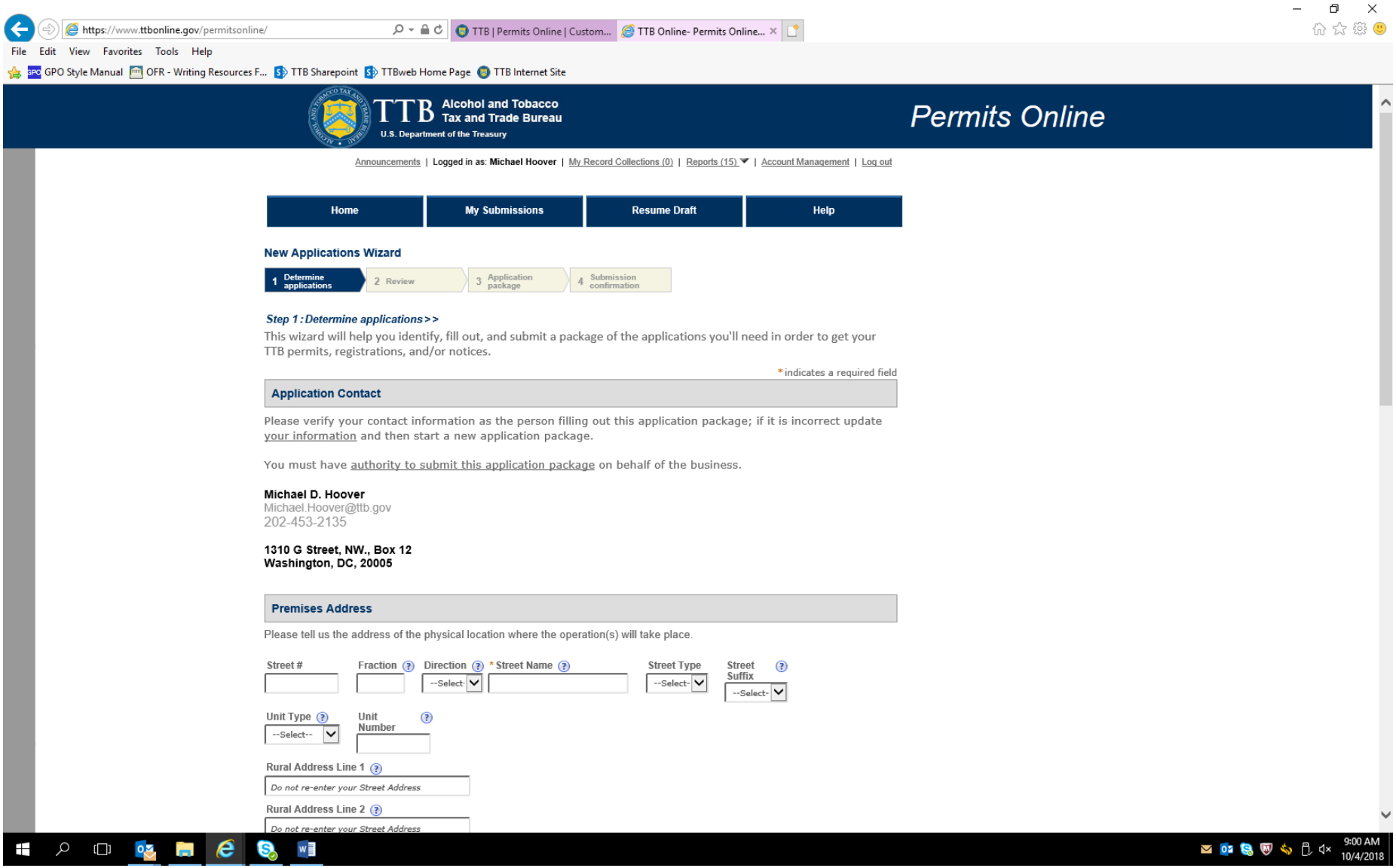
Screen shown after successful log-in:



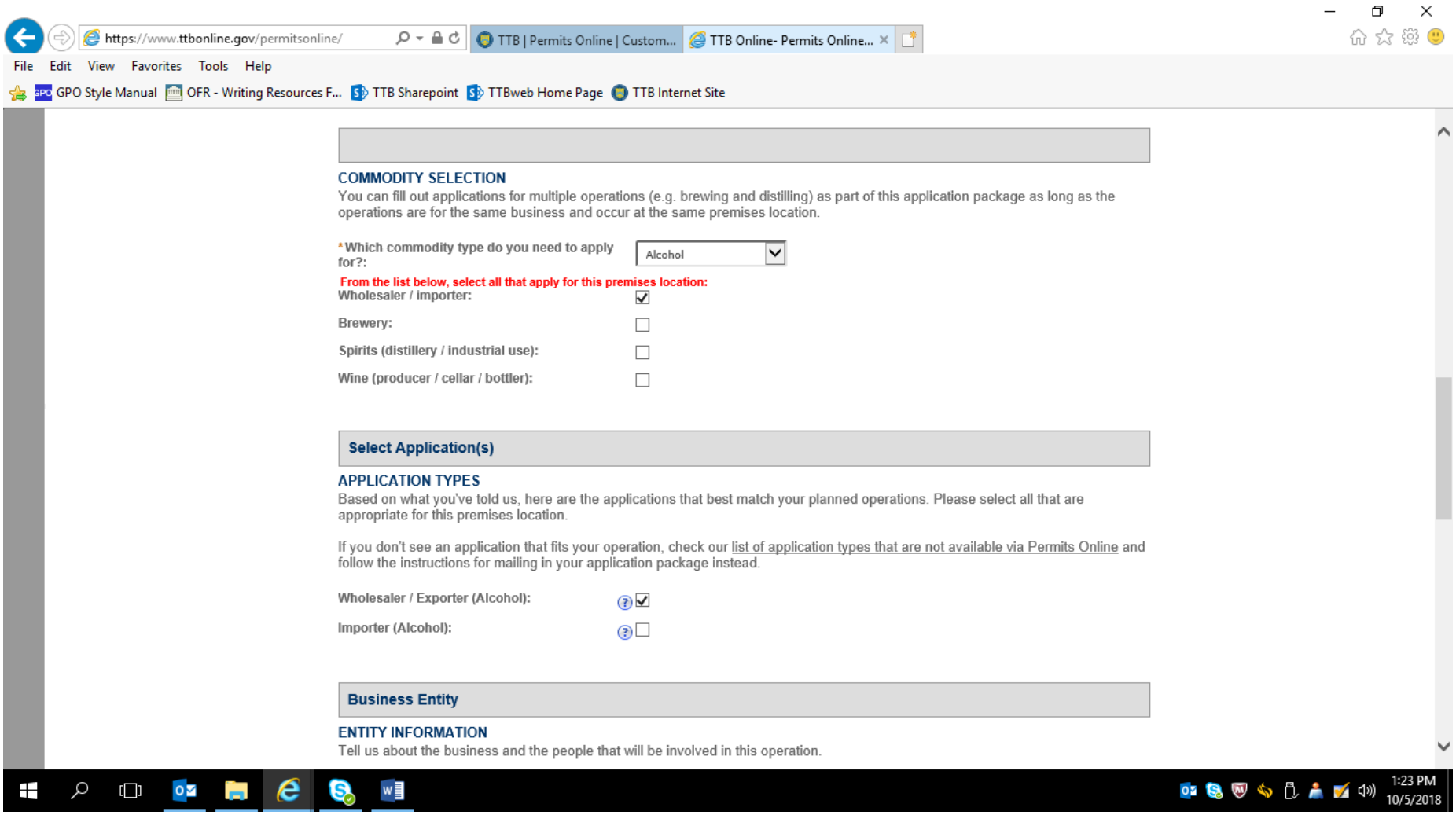
After clicking appropriate “What do you want to do today?” link, the Penalty of Perjury screen appears:



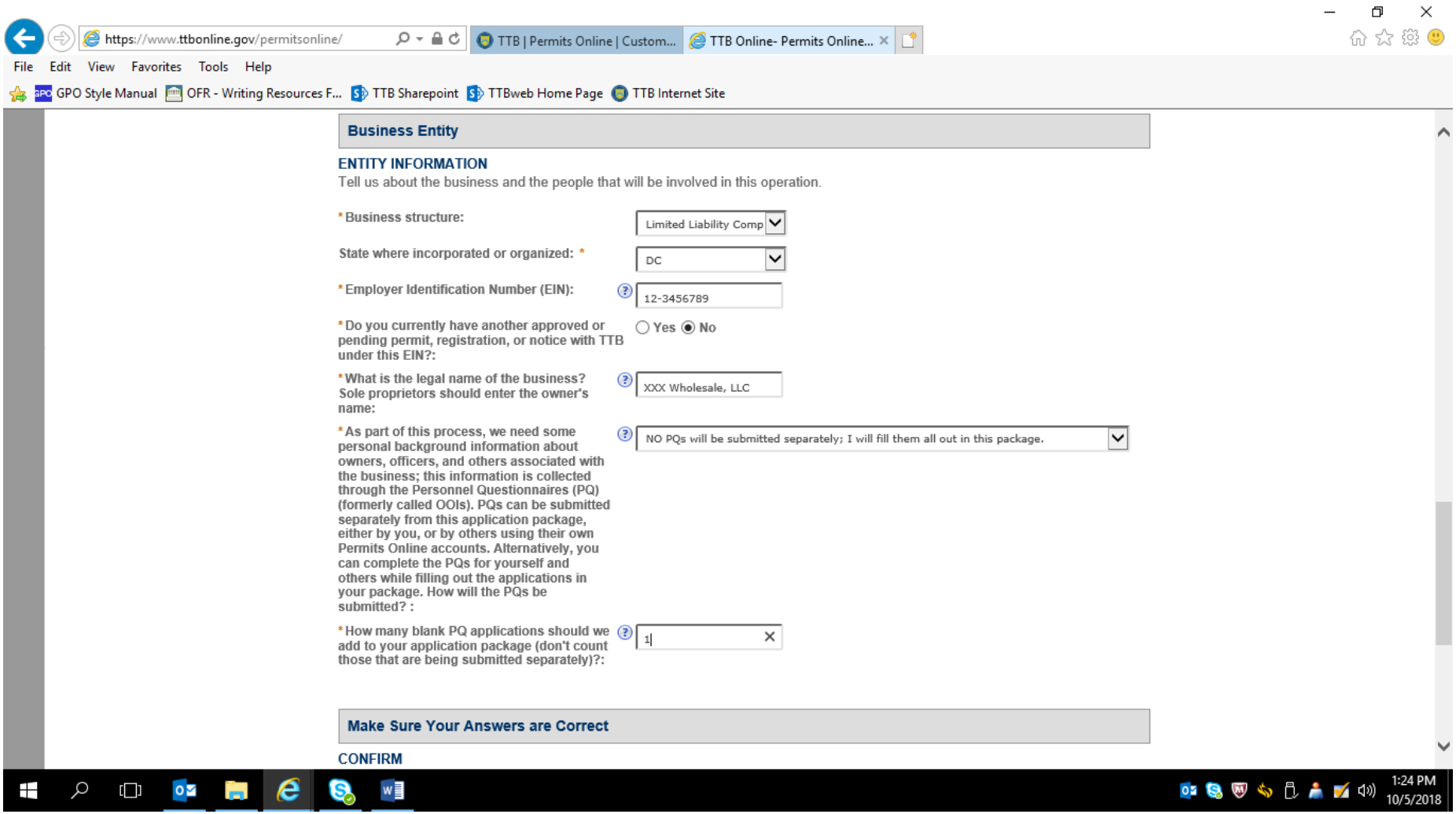
After accepting perjury statement, the New Applications wizard screen appears. The Application Contact information auto fills from PONL registration information:



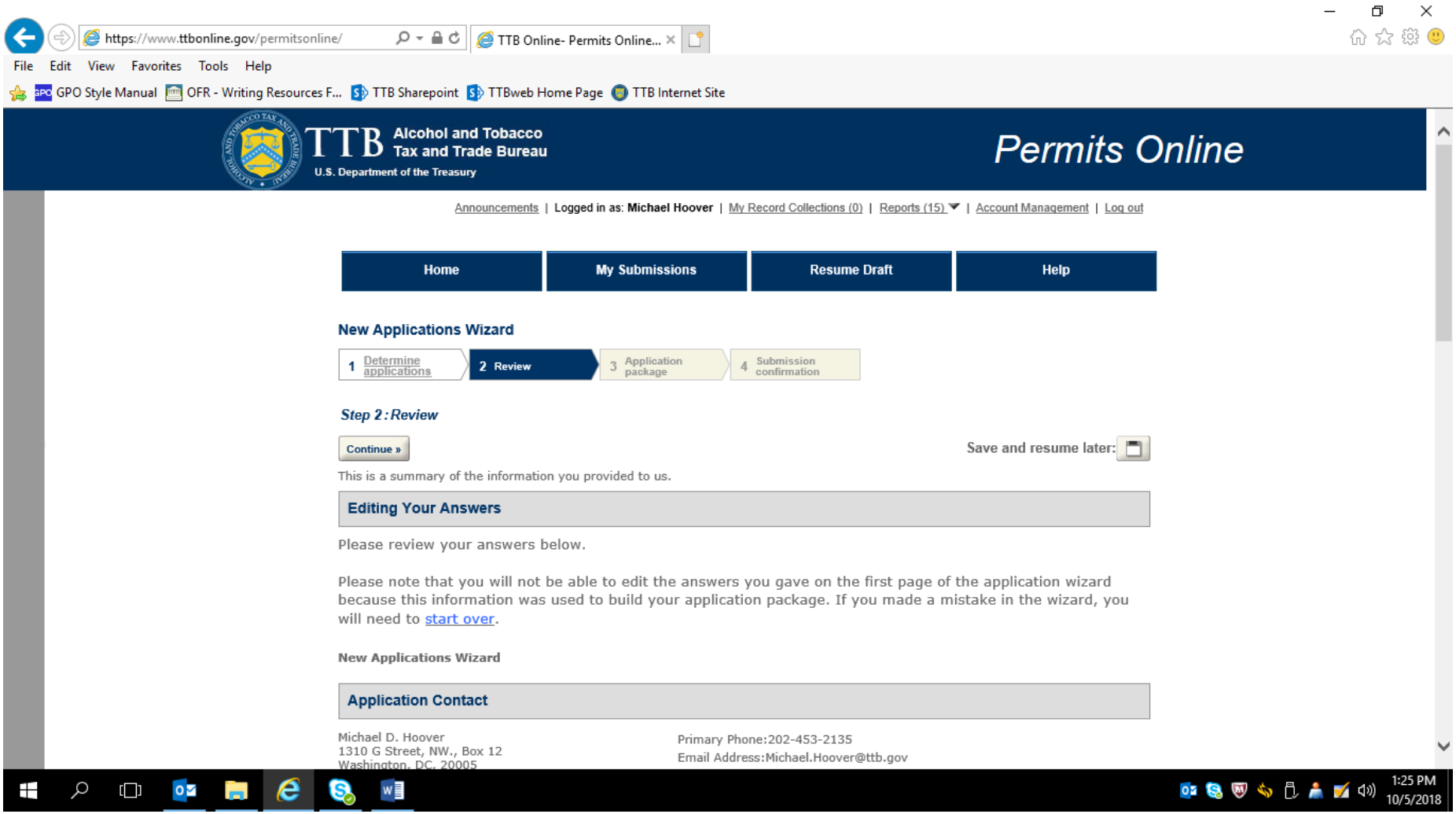
New Application Wizard screen continued – Alcohol Wholesaler selected, with business organized as an LLC (selecting “Alcohol Importer” does not change the data collected):



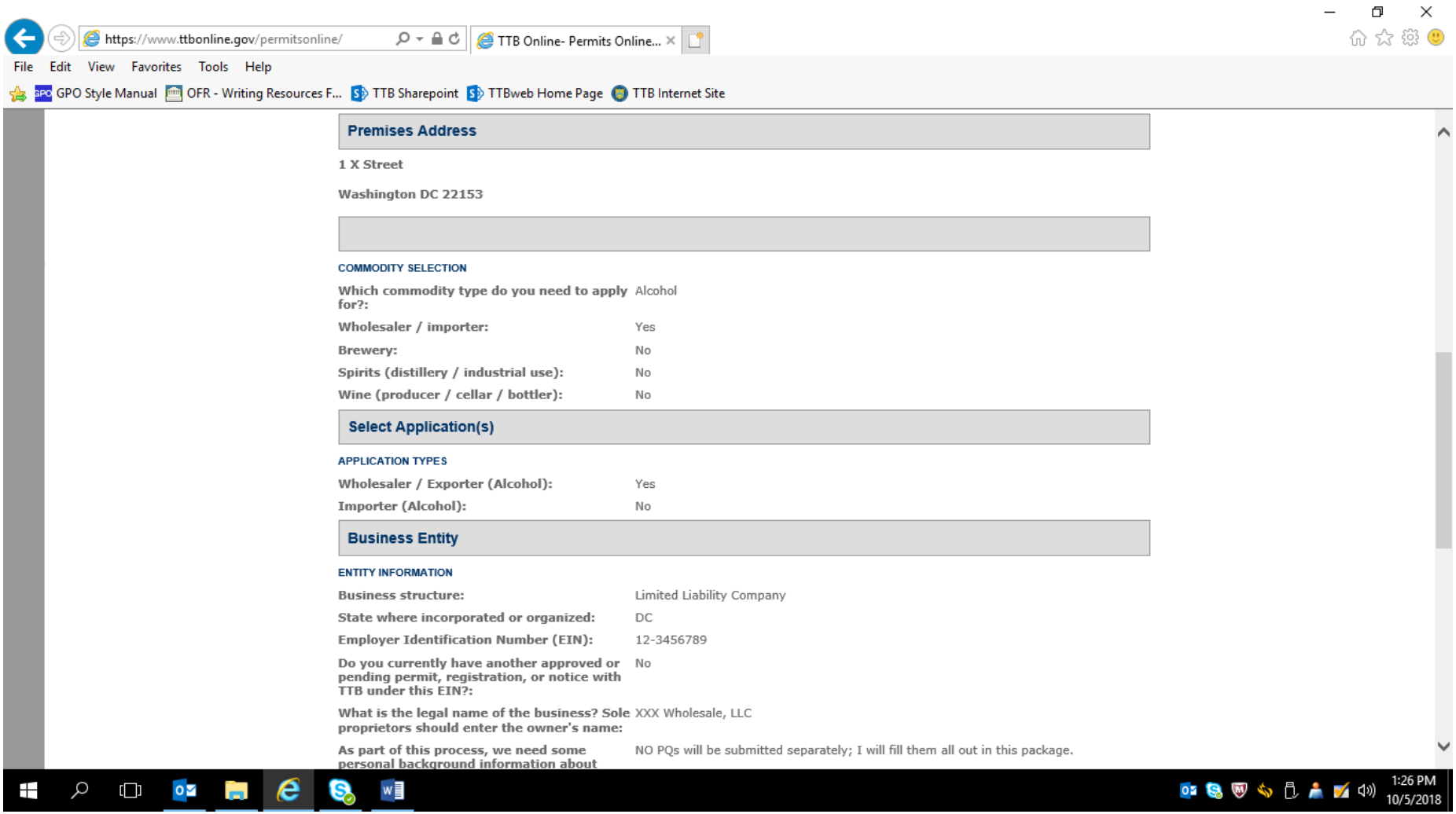
New Application Wizard screen continued:



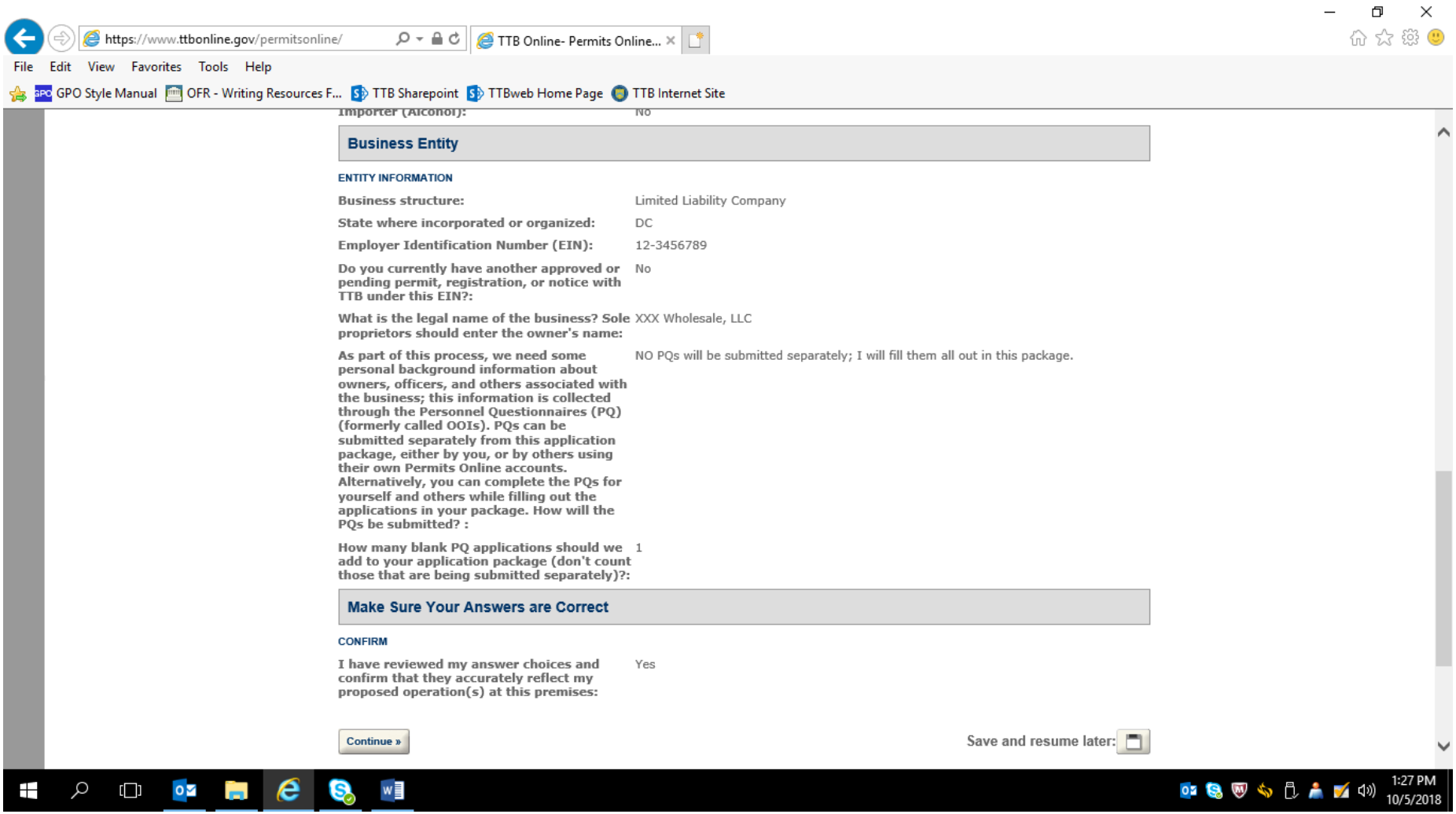
After confirming the information, the respondent is presented with review screens:



Review screen continued:

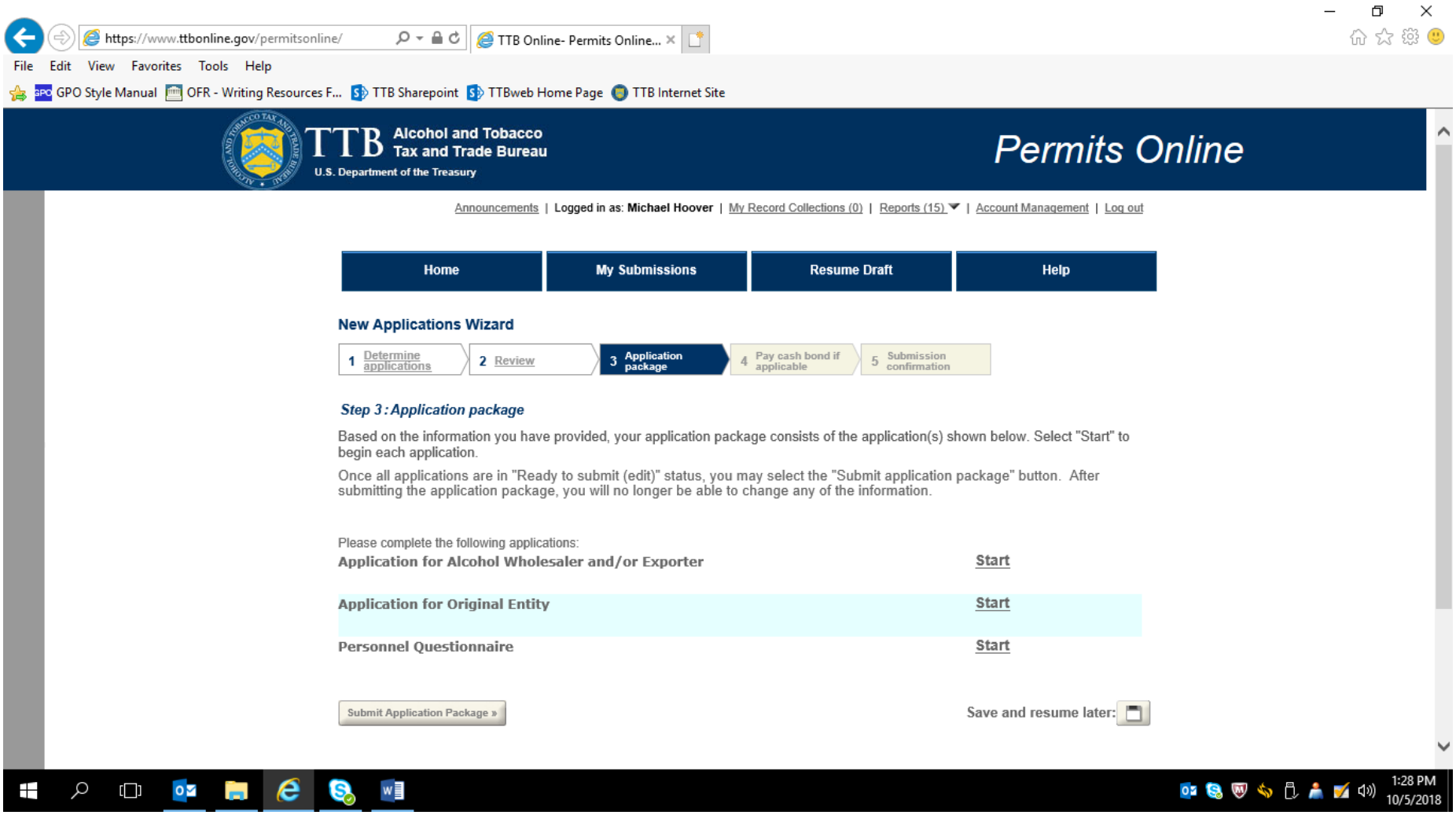


Review screens continued:

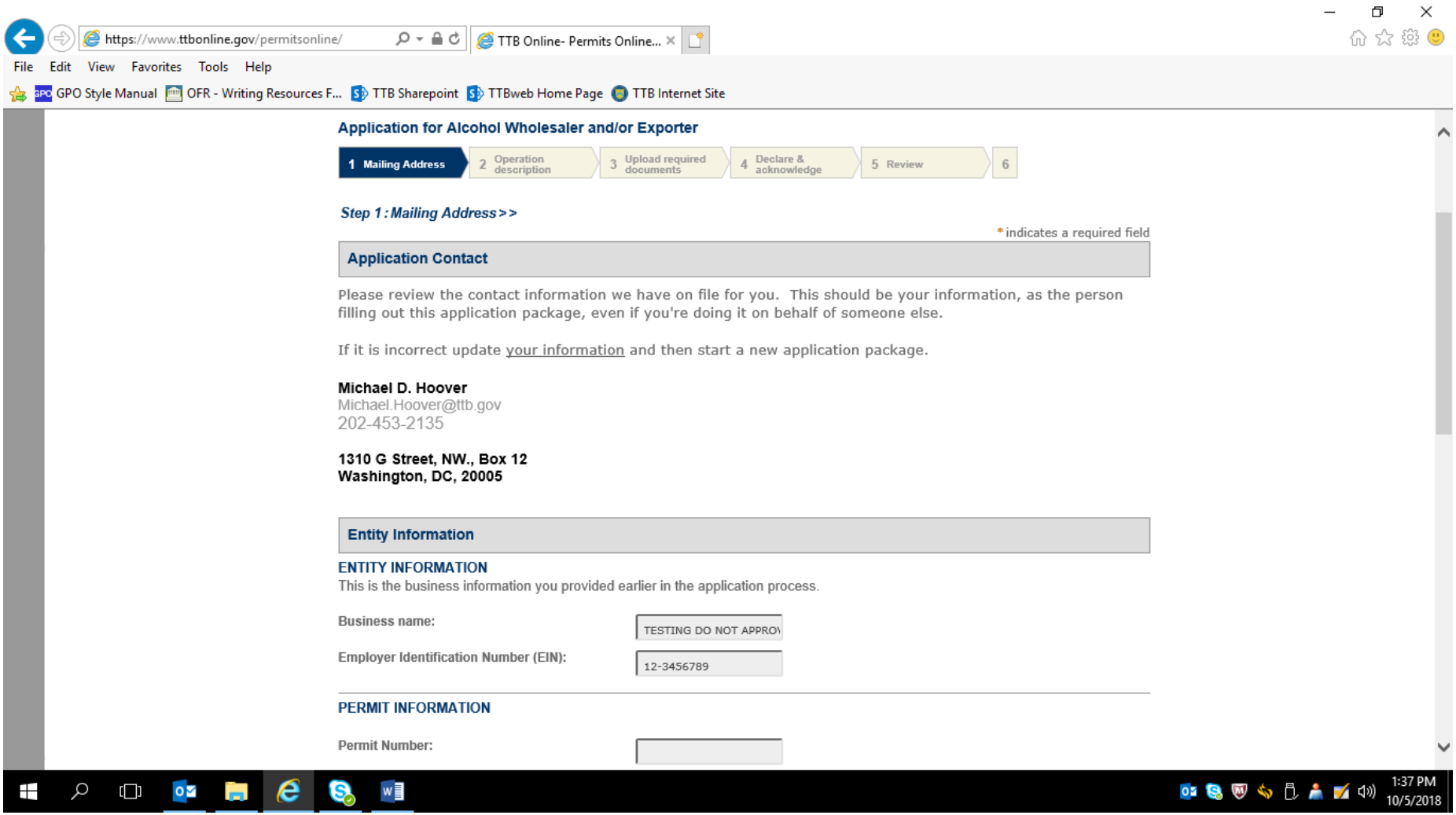


Permits Online Screen Shots — New Alcohol Importer or Wholesaler FAA Act Basic Permit Applications (OMB Control No. 1513–0018) (10-2018)

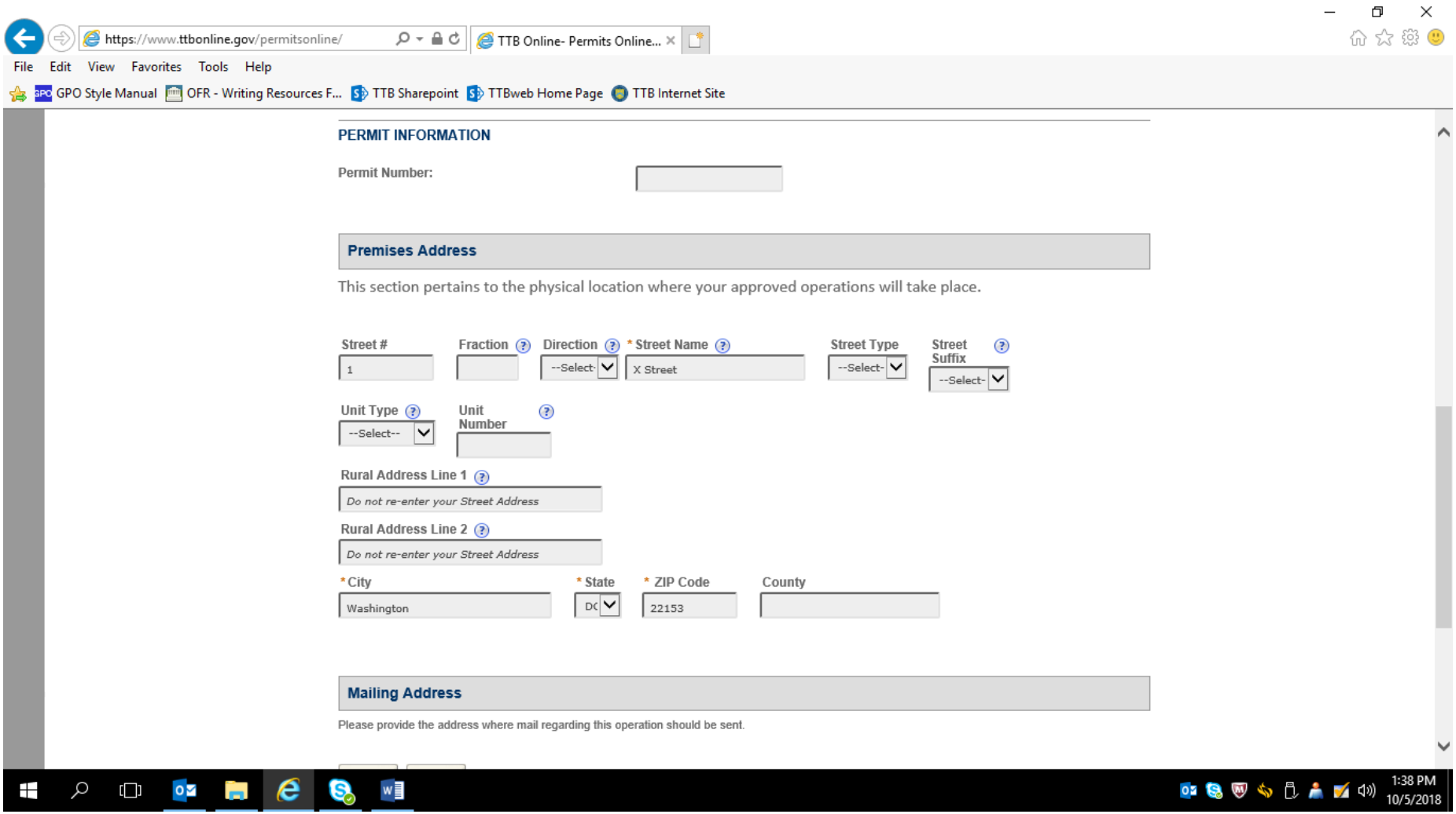
This screen shows the applications the respondent has to complete (Personnel Questionnaire approved under 1513–0002 and Application for Original Entity approved under several OMB control numbers, and these screens are not shown).



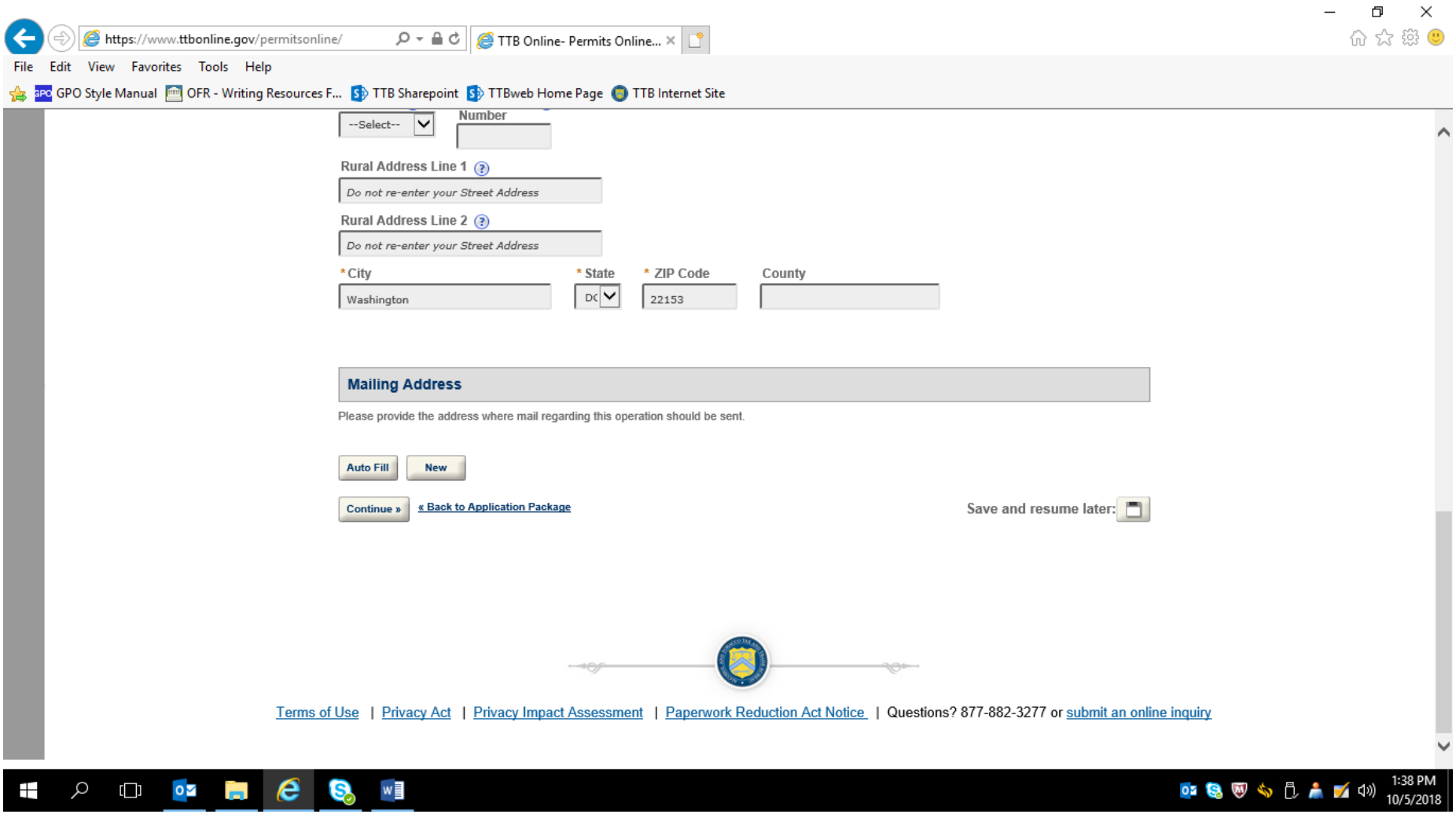
Clicking on “Alcohol Wholesaler and/or Export leads to this screen:



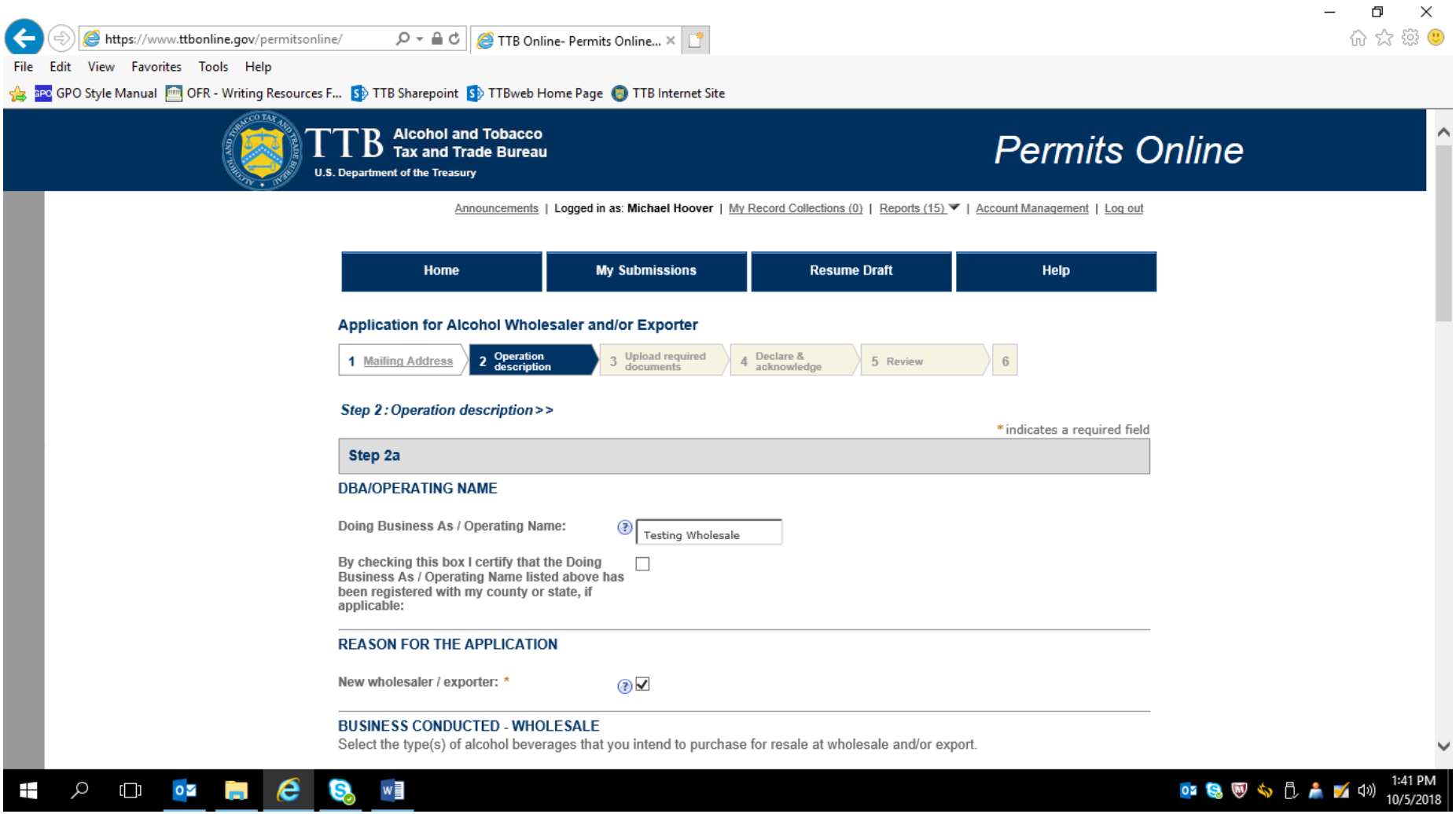
Screen continued:



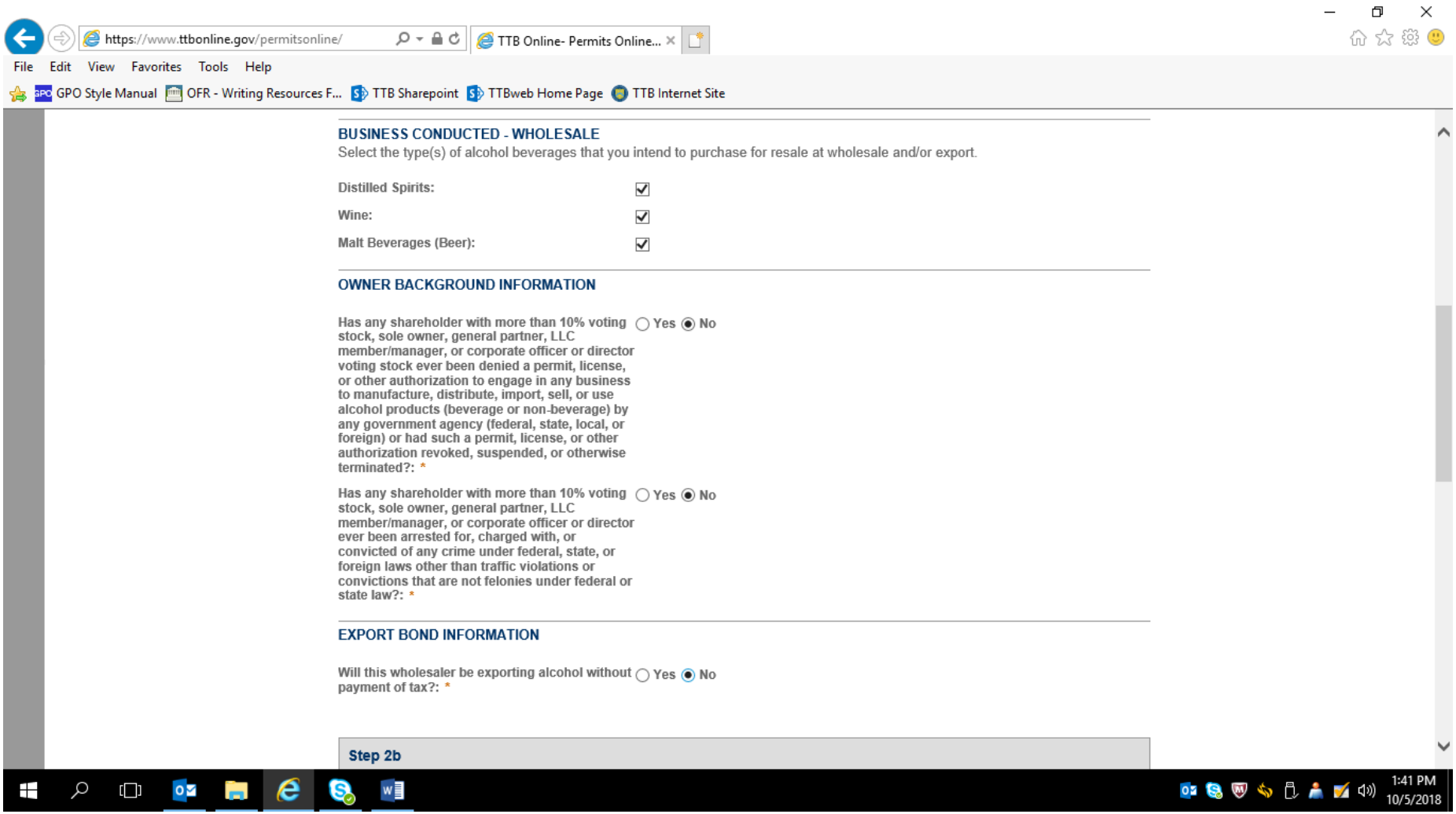
Screen continued:



Business Name and other business information:

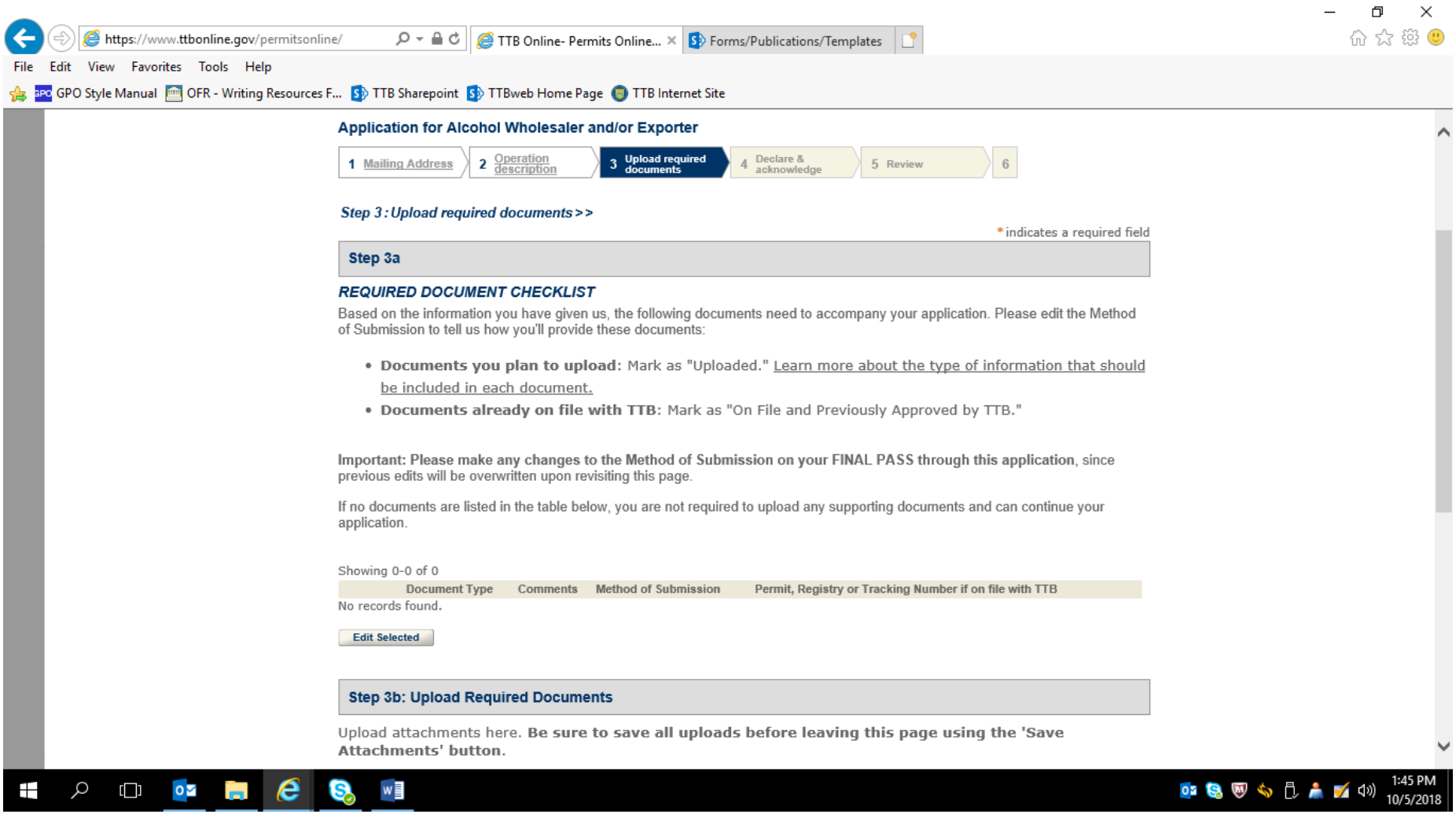


Screen continued:

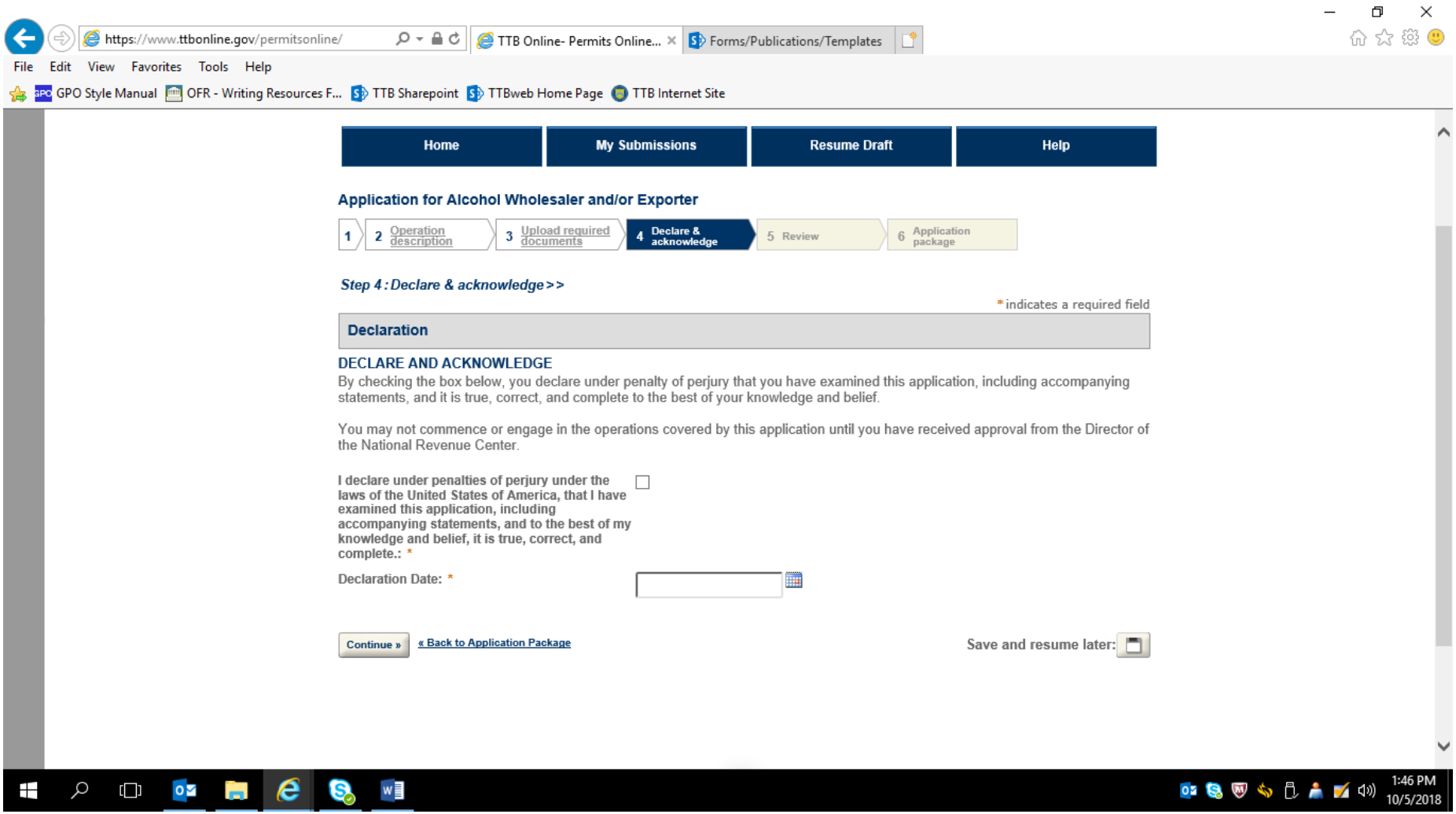


(Bond information approved under 1513–0135 and other control numbers and PONL bond information not shown here).

Supporting document upload screen:

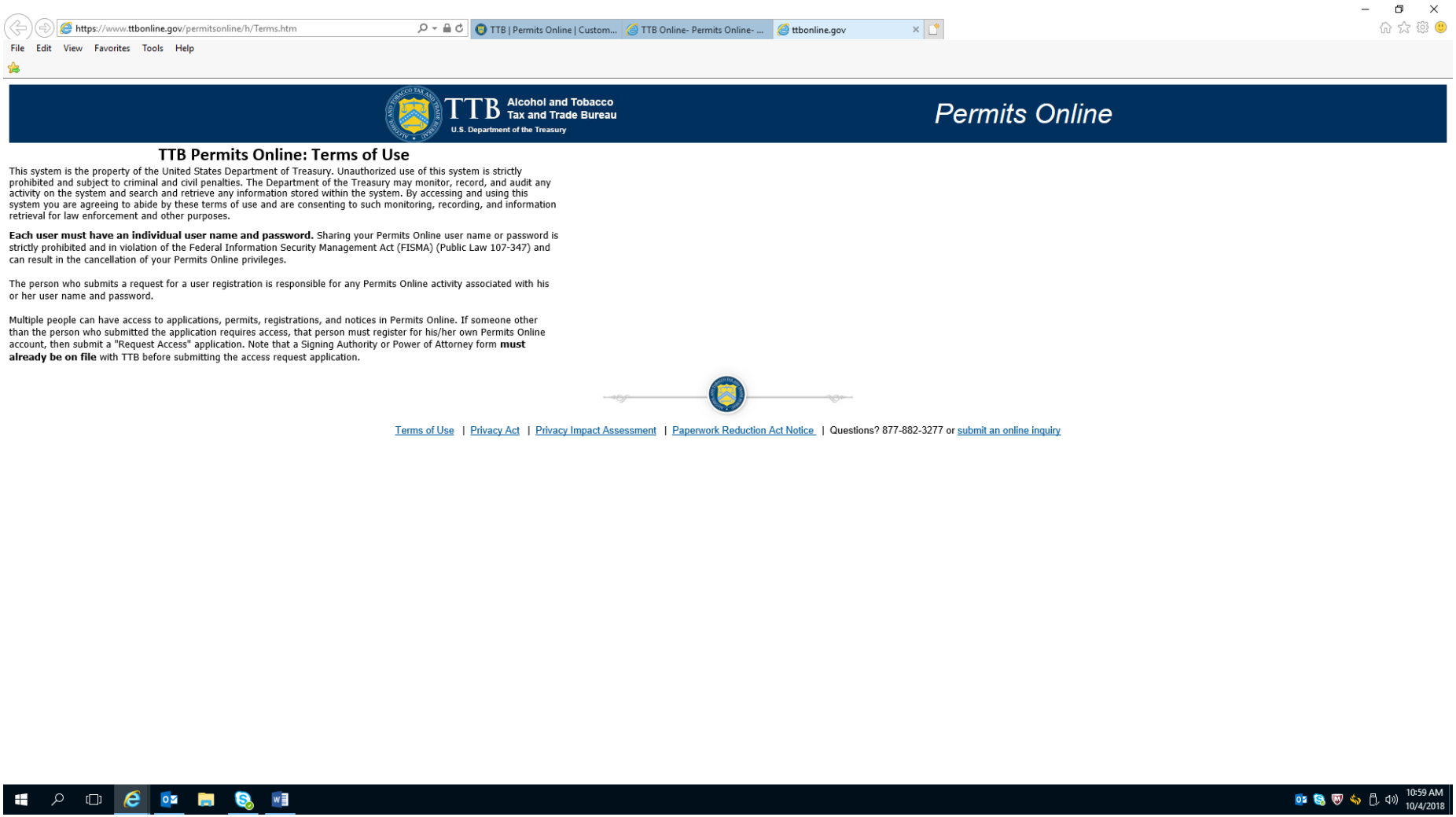


Declare and Acknowledge screen:

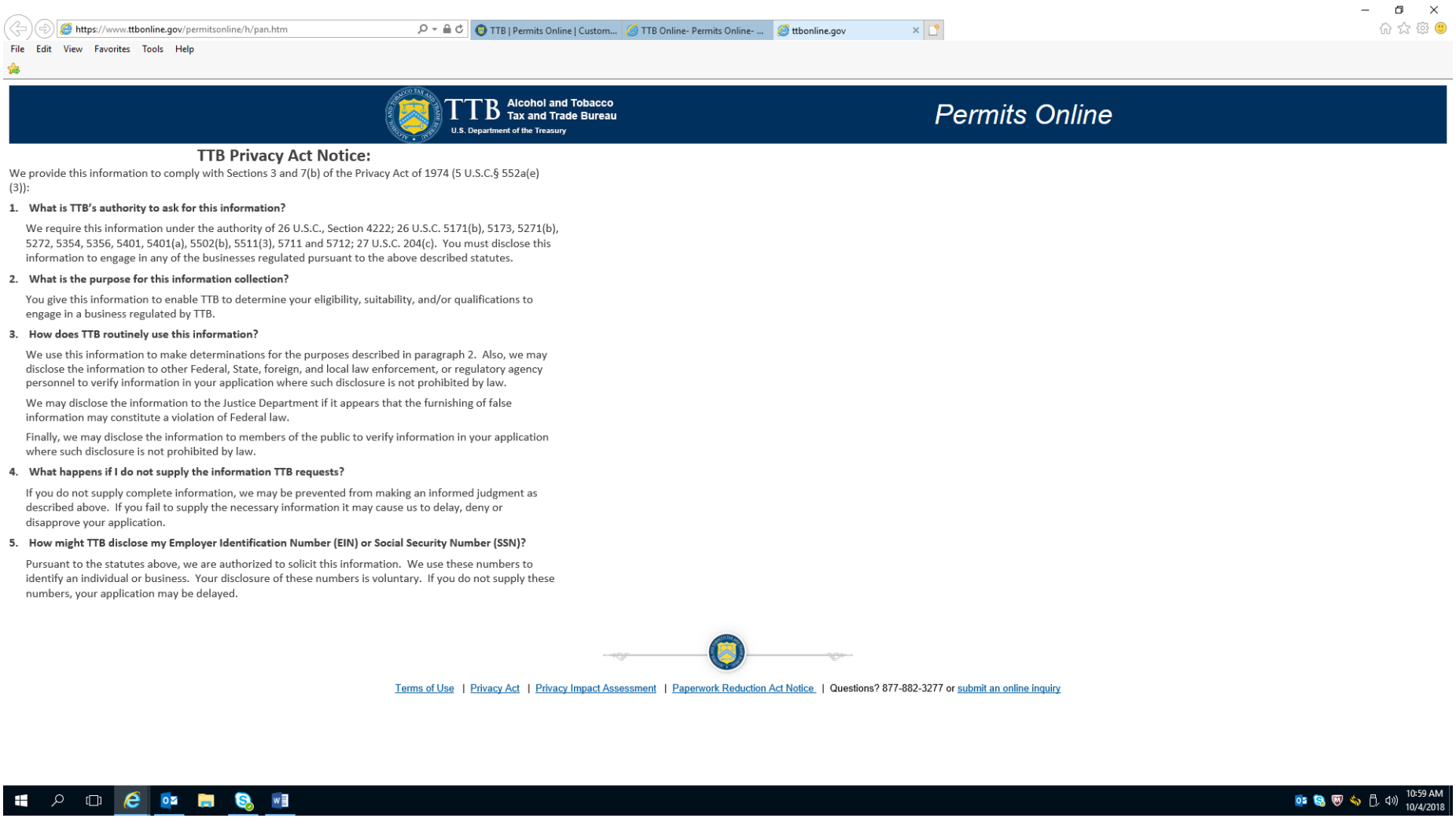


PONL user notification screens:

Terms of Use



Privacy Act


https://www.ttbonline.gov/permitsonline/h/pan.htm
TTB | Permits Online | Custom...
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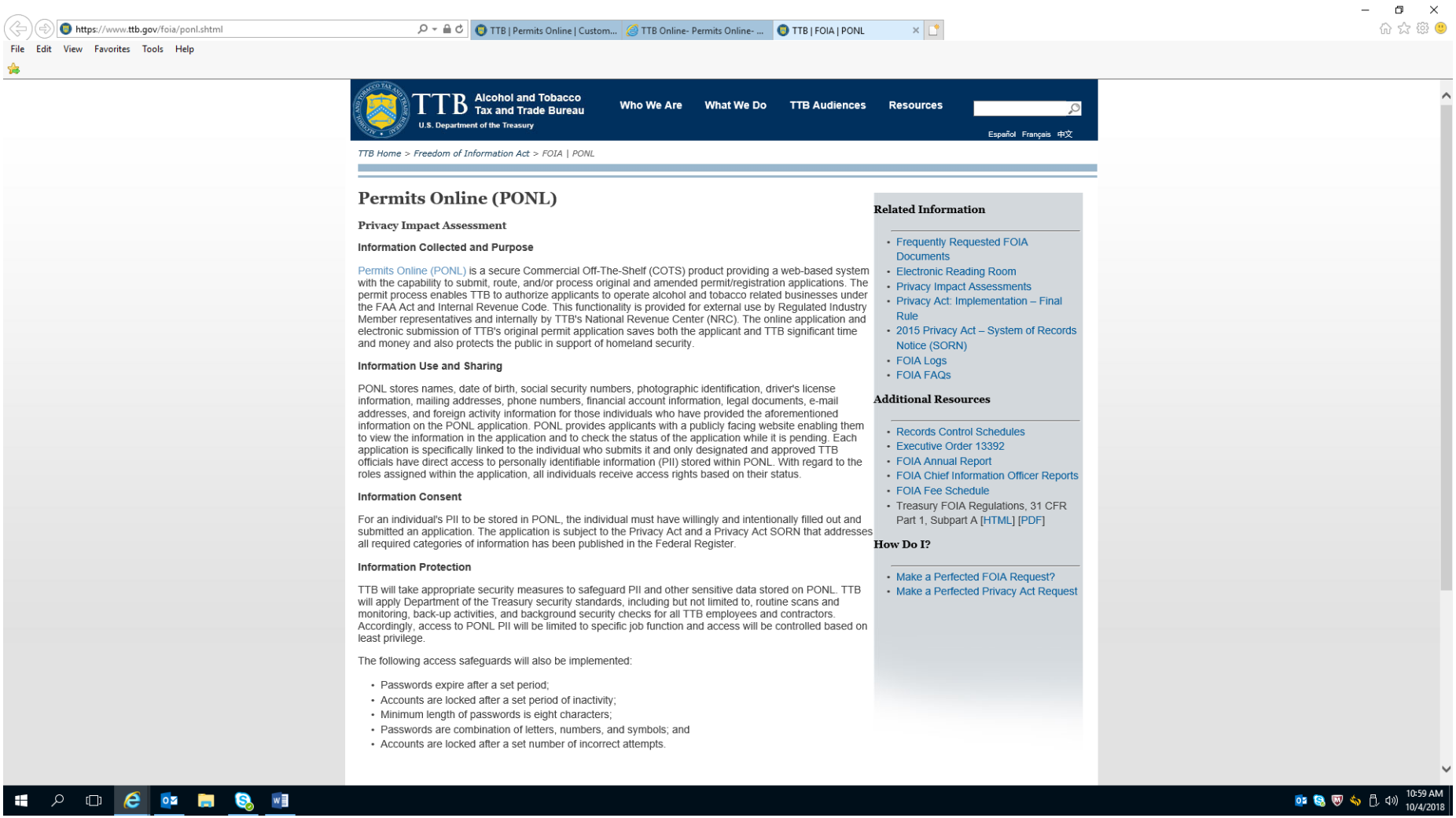
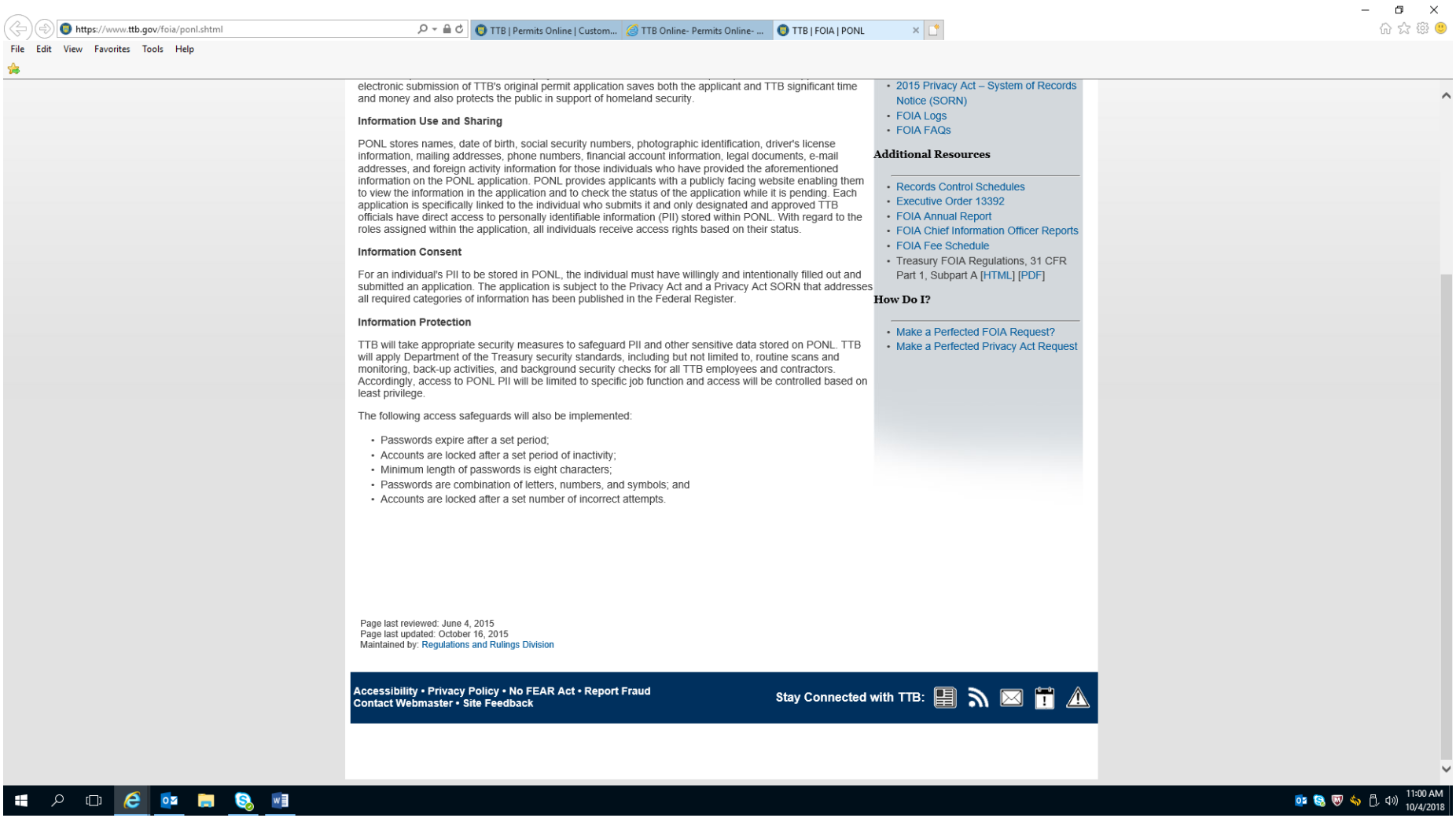
ttbonline.gov
File Edit View Favorites Tools Help
TTB Alcohol and Tobacco Tax and Trade Bureau
U.S. Department of the Treasury
Permits Online
TTB Privacy Act Notice:
We provide this information to comply with Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C.§ 552a(e)(3)):
1. What is TTB's authority to ask for this information?
We require this information under the authority of 26 U.S.C., Section 4222; 26 U.S.C. 5171(b), 5173, 5271(b), 5272, 5354, 5356, 5401, 5401(a), 5502(b), 5511(3), 5711 and 5712; 27 U.S.C. 204(c). You must disclose this information to engage in any of the businesses regulated pursuant to the above described statutes.
2. What is the purpose for this information collection?
You give this information to enable TTB to determine your eligibility, suitability, and/or qualifications to engage in a business regulated by TTB.
3. How does TTB routinely use this information?
We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement, or regulatory agency personnel to verify information in your application where such disclosure is not prohibited by law.
We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law.
Finally, we may disclose the information to members of the public to verify information in your application where such disclosure is not prohibited by law.
4. What happens if I do not supply the information TTB requests?
If you do not supply complete information, we may be prevented from making an informed judgment as described above. If you fail to supply the necessary information it may cause us to delay, deny or disapprove your application.
5. How might TTB disclose my Employer Identification Number (EIN) or Social Security Number (SSN)?
Pursuant to the statutes above, we are authorized to solicit this information. We use these numbers to identify an individual or business. Your disclosure of these numbers is voluntary. If you do not supply these numbers, your application may be delayed.
Terms of Use | Privacy Act | Privacy Impact Assessment | Paperwork Reduction Act Notice | Questions? 877-882-3277 or submit an online inquiry
10:59 AM
10/4/2018


https://www.ttb.gov/foia/ponl.shtml
TTB | Permits Online | Custom...
TTB Online- Permits Online- ...
TTB | FOIA | PONL
File Edit View Favorites Tools Help
TTB Alcohol and Tobacco Tax and Trade Bureau
U.S. Department of the Treasury
Who We Are
What We Do
TTB Audiences
Resources
Español Français 中文
TTB Home > Freedom of Information Act > FOIA | PONL
Permits Online (PONL)
Privacy Impact Assessment
Information Collected and Purpose
Permits Online (PONL) is a secure Commercial Off-The-Shelf (COTS) product providing a web-based system with the capability to submit, route, and/or process original and amended permit/registration applications. The permit process enables TTB to authorize applicants to operate alcohol and tobacco related businesses under the FAA Act and Internal Revenue Code. This functionality is provided for external use by Regulated Industry Member representatives and internally by TTB's National Revenue Center (NRC). The online application and electronic submission of TTB's original permit application saves both the applicant and TTB significant time and money and also protects the public in support of homeland security.
Information Use and Sharing
PONL stores names, date of birth, social security numbers, photographic identification, driver's license information, mailing addresses, phone numbers, financial account information, legal documents, e-mail addresses, and foreign activity information for those individuals who have provided the aforementioned information on the PONL application. PONL provides applicants with a publicly facing website enabling them to view the information in the application and to check the status of the application while it is pending. Each application is specifically linked to the individual who submits it and only designated and approved TTB officials have direct access to personally identifiable information (PII) stored within PONL. With regard to the roles assigned within the application, all individuals receive access rights based on their status.
Information Consent
For an individual's PII to be stored in PONL, the individual must have willingly and intentionally filled out and submitted an application. The application is subject to the Privacy Act and a Privacy Act SORN that addresses all required categories of information has been published in the Federal Register.
Information Protection
TTB will take appropriate security measures to safeguard PII and other sensitive data stored on PONL. TTB will apply Department of the Treasury security standards, including but not limited to, routine scans and monitoring, back-up activities, and background security checks for all TTB employees and contractors. Accordingly, access to PONL PII will be limited to specific job function and access will be controlled based on least privilege.
The following access safeguards will also be implemented:
• Passwords expire after a set period;
• Accounts are locked after a set period of inactivity;
• Minimum length of passwords is eight characters;
• Passwords are combination of letters, numbers, and symbols; and
• Accounts are locked after a set number of incorrect attempts.
Related Information
• Frequently Requested FOIA Documents
• Electronic Reading Room
• Privacy Impact Assessments
• Privacy Act: Implementation – Final Rule
• 2015 Privacy Act – System of Records Notice (SORN)
• FOIA Logs
• FOIA FAQs
Additional Resources
• Records Control Schedules
• Executive Order 13392
• FOIA Annual Report
• FOIA Chief Information Officer Reports
• FOIA Fee Schedule
• Treasury FOIA Regulations, 31 CFR Part 1, Subpart A [HTML] [PDF]
How Do I?
• Make a Perfected FOIA Request?
• Make a Perfected Privacy Act Request
10:59 AM
10/4/2018


https://www.ttb.gov/foia/ponl.shtml
TTB | Permits Online | Custom...
TTB Online- Permits Online- ...
TTB | FOIA | PONL
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electronic submission of TTB's original permit application saves both the applicant and TTB significant time and money and also protects the public in support of homeland security.
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• 2015 Privacy Act – System of Records Notice (SORN)
• FOIA Logs
• FOIA FAQs
Additional Resources
• Records Control Schedules
• Executive Order 13392
• FOIA Annual Report
• FOIA Chief Information Officer Reports
• FOIA Fee Schedule
• Treasury FOIA Regulations, 31 CFR Part 1, Subpart A [HTML] [PDF]
How Do I?
• Make a Perfected FOIA Request?
• Make a Perfected Privacy Act Request
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Page last updated: October 16, 2015
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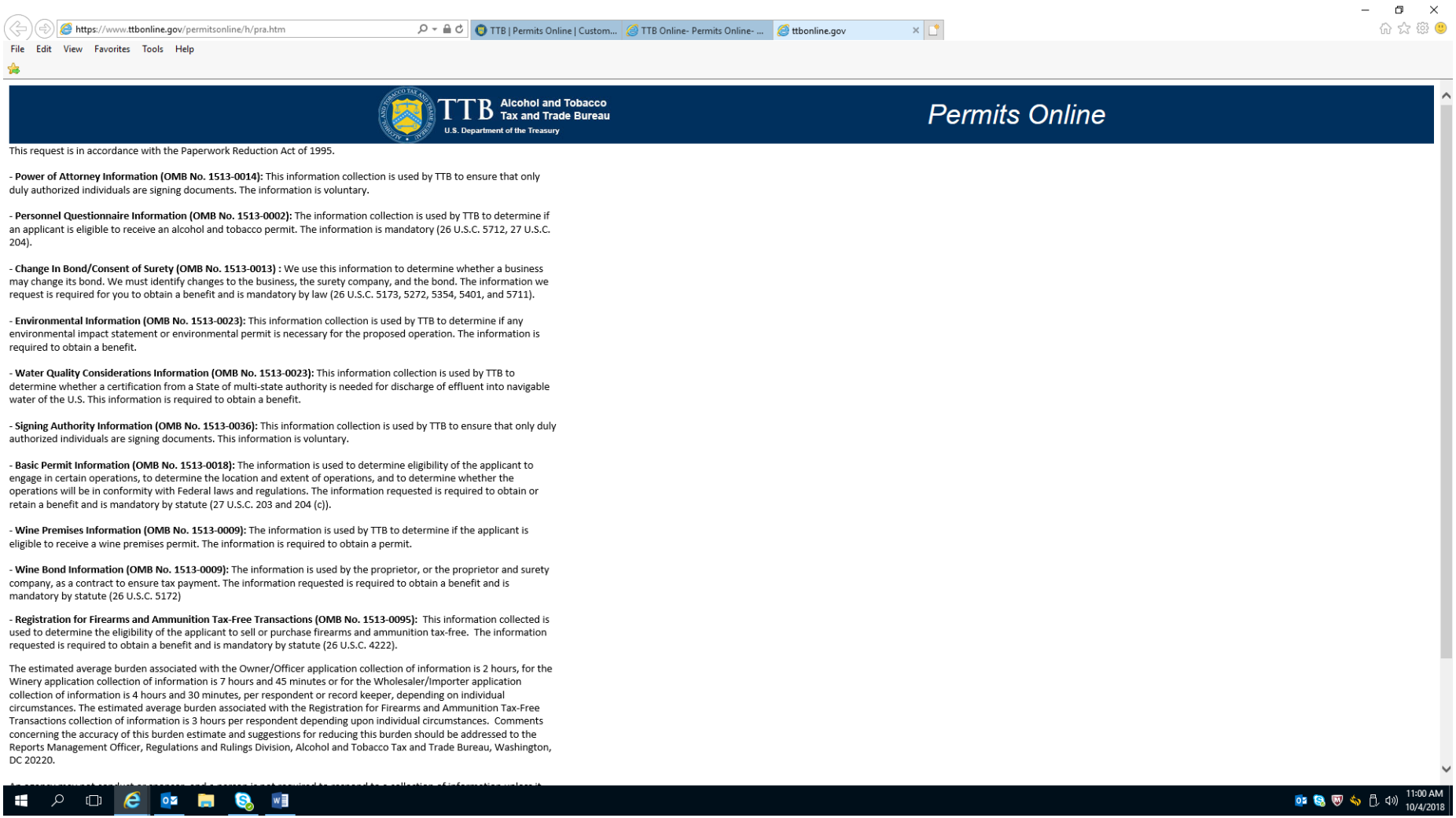
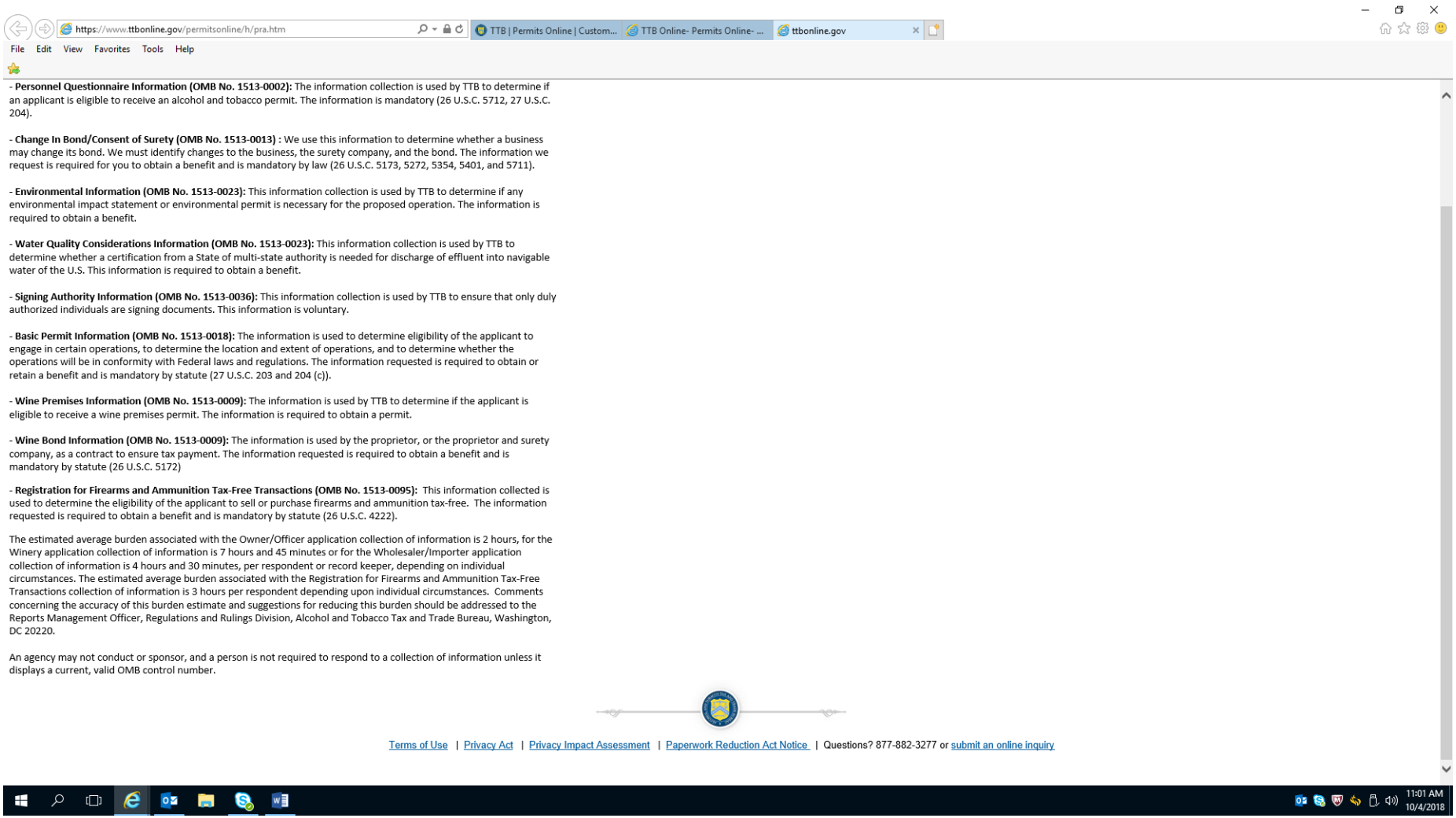
PRA Notice (Continued)