

The Georgia Department of Revenue’s new centralized alcohol application process is designated for retail alcohol initial license registrations and renewals. With this new system, all local and state retail alcohol applications will uniformly be submitted through the Georgia Tax Center (GTC).

The following documentation provides information on registering for a retail alcohol license account (Retail, Consumption on Premises, and Special Events) on GTC.

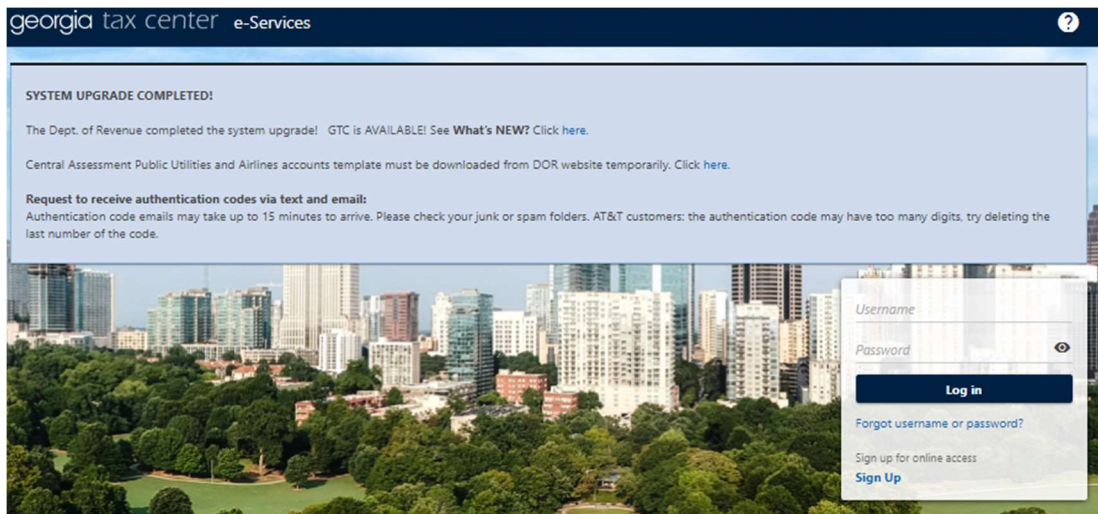
Contents

Register a New Business for a Retail Alcohol License:..... 1

Register an Existing Business for a Retail Alcohol License:..... 22

Register a New Business for a Retail Alcohol License:

1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and click the **Register a New Georgia Business** hyperlink.



Search our online services



2. Review the information provided on completing the web request. Click the **Next** button.

[New Business Registration](#)

Business

Register Business

Register Business

Register New Business

Select This Option If:

- You are starting a business in Georgia and:
 - You have not filed a return, or
 - You have not created a tax account.

You may use this to register for the following tax types:

<ul style="list-style-type: none"> Adult Entertainment Tax Alcohol License Composite Tax Corporate Income Tax Fiduciary Income Tax Fireworks Excise Tax International Fuel Tax 	<ul style="list-style-type: none"> Motor Fuel Distributor Tax Non-Prepaid 911 Charge Prepaid Wireless 911 Charge Public Service Commission Public Utilities and Airlines Qualified Timberland Property Railroad Equipment 	<ul style="list-style-type: none"> Sales & Use Tax State Hotel-Motel Fee Tobacco License Transportation Services Tax Withholding Misc Withholding Misc Film Withholding Tax
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You Will Need:

- Federal Employer Identification Number (FEIN)** - For corporations, LLCs, partnerships, or other business entities. You can apply for a FEIN through the IRS by clicking [here](#) (opens in new tab).
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)** - For sole proprietors.
- Name/Address(es)** - Registered business name, location address and mailing address.

Once your registration is processed, you will be able to manage this account and register for additional accounts related to this business.

Cancel

< Previous

Next

>

3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Entries required are indicated by a red asterisk, all others are optional. Click the **Next** button.

georgia tax center e-Services
?

< Home

[New Business Registration](#)

Business

Register Business

Taxpayer Information

Register Business

Enter the following information about your business.

Select Business Type from list *

Required

Required

Corporation

Estate

Fiduciary

LLC

Partnership

Sole Proprietor

Subchapter S Corp.

Cancel

< Previous

Next

>

4. Provide the **Business Location Address**.

New Business Registration

Business

- Register Business
- Taxpayer Information
- Provide Address**

Provide Address

📍 Enter your business location address.

Select Country from list
USA

Street

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Select State from list

Zip Code +4

Select County from list

Attention

Verify your address

Address must be verified before continuing.

Is your mailing address the same as your business address?

Yes No

5. Click the **Verify your address** button to validate the address.

New Business Registration

Business

- Register Business
- Taxpayer Information
- Provide Address

Provide Address

📍 Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

Select County from list
DEKALB

Attention

Verify your address

6. Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country USA Multi-Line

Street 1800 CENTURY BLVD

Street

Unit Type Unit

City ATLANTA State GEORGIA

Zip 30345-0000 County DEKALB

Attention

Unverified

Cancel Save

7. Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.

Select Verified Address ×

Verified 1800 CENTURY BLVD NE ATLANTA GA 30345	Select this address
Verified 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
Verified 1800 CENTURY PL NE ATLANTA GA 30345-4301	Select this address
As Entered 1800 CENTURY BLVD ATLANTA GA 30345	Select this address

8. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

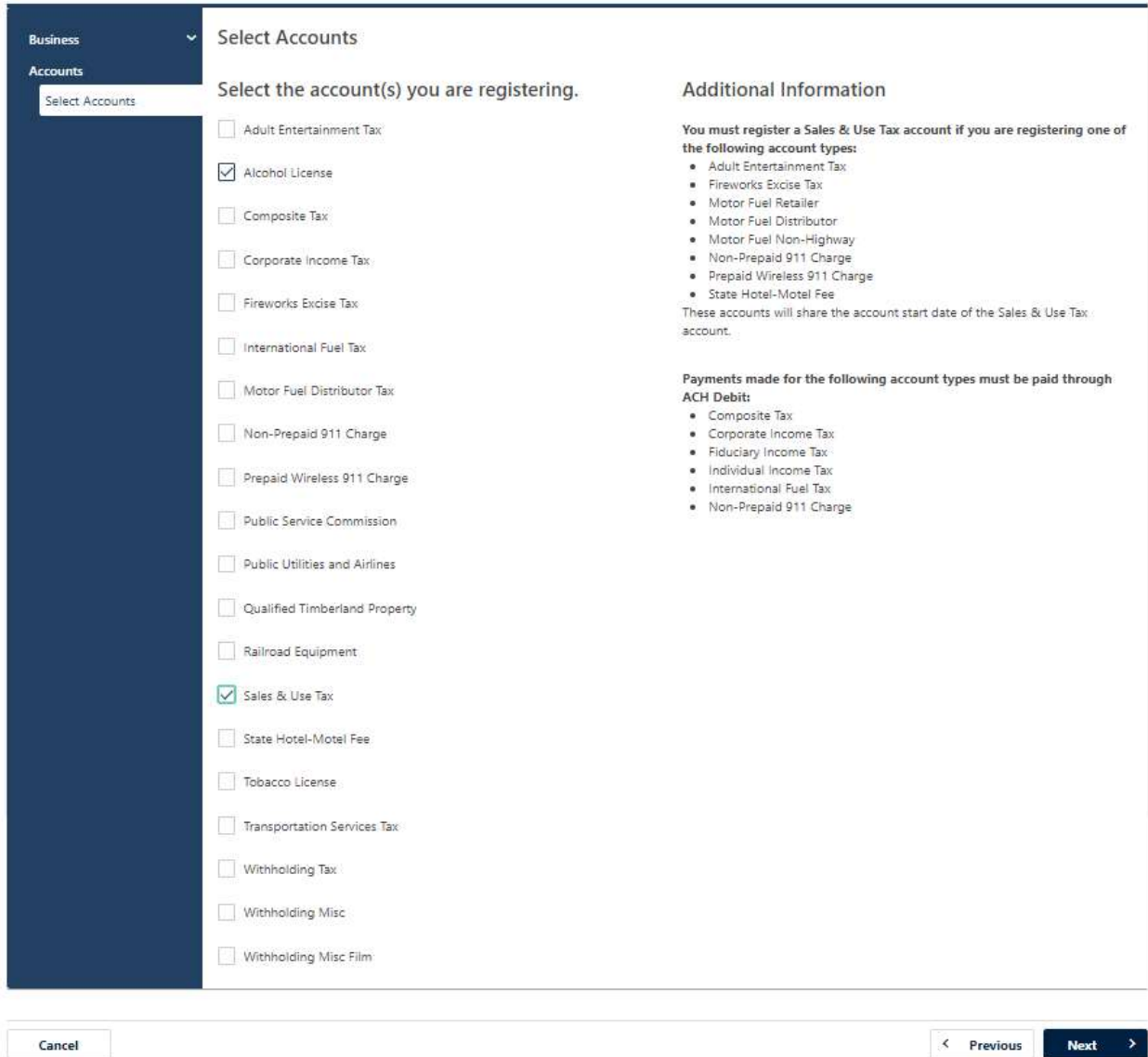
NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat steps 5 through 7 to verify the mailing address.

Is your mailing address the same as your business address?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

9. Check the boxes for **Alcohol License** and **Sales & Use Tax**. Click the **Next** button.

NOTE: Sales and Use Tax accounts are not a requirement to apply for special event licenses.



Business ▾
Accounts
Select Accounts

Select Accounts

Select the account(s) you are registering.

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax
- Withholding Tax
- Withholding Misc
- Withholding Misc Film

Additional Information

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

These accounts will share the account start date of the Sales & Use Tax account.

Payments made for the following account types must be paid through ACH Debit:

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

10. Answer the questions about the Sales & Use Tax account, if applicable. Click the **Next** button.

New Business Registration

Business

Accounts

Select Accounts

Sales & Use Tax

Sales & Use Tax

Enter your Sales & Use Tax information.

Date of first Georgia sales *
 Required

Select Fiscal Year End from list *

Select Accounting Method from list:

Are you registering as a result of a notice from the Georgia Department of Revenue?
 Yes No

Answer the following questions about your account.

Are you a Motor Fuel Retailer? *
 Yes No

Are you a Motor Fuel Wholesaler? *
 Yes No

Does your business have 4 or more locations in Georgia? *

- If you select "Yes", your sales account will be registered as a Master Account. Master Accounts are required by law to file their sales tax reports under a consolidated number.

 Yes No

Are you a contractor? *

- Only select "Yes" if you are a contractor who constructs buildings or makes improvements for real estate owners/developers.

 Yes No

Is this account for the sole purpose of reporting sales facilitated by you as a marketplace facilitator on behalf of other sellers?
[Click here for more information about marketplace facilitators.](#) *
 Yes No

Cancel
< Previous
Next >

11. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.

a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, select the License Type from a list.

Alcohol License

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
 Yes No

Will you be selling liquor / distilled spirits? *
 Yes No

OR

Alcohol License

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
 Yes No

Select License Type from list *

b. Review or select the **Alcohol License’s sales types**.

Select your Alcohol License's sales types.

Beer ^{*}

Yes	No
-----	----

Wine ^{*}

Yes	No
-----	----

Liquor / Distilled Spirits ^{*}

Yes	No
-----	----

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier? ^{*}

Yes	No
-----	----

Are you in a Regional Economic Assistance Project (REAP)? ^{*}


- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

Yes	No
-----	----


d. If applicable, provide the requested **Special Events information**. Please include delivery date of alcohol when completing this section.

Enter your Special Events information.

What day will your event start?

02-Feb-2023 

What day will your event end? ^{*}

Required 

e. Enter your **Local License information**.

Enter your Local License information.

Select Local License Type from list

Select Local License County from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction **and** you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction and I am aware of the additional requirements to obtain a local alcohol license.

f. If requested, provide the **information about arrest history**.

Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

Have you ever been arrested? *

Yes	No
-----	----

12. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.

New Business Registration

Business

Accounts

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

Select the Local Alcohol License(s) Sales Type

<input checked="" type="checkbox"/>	Application Fee		
<input type="checkbox"/>	Beer Package		
<input type="checkbox"/>	Distilled Spirits Dealers		
<input type="checkbox"/>	Wine Package		

A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel

< Previous

Next >

If your jurisdiction has not provided any information, you will see the following message but you may continue with submission:

New Business Registration

Business

Accounts

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction for local license details and payments.

Cancel

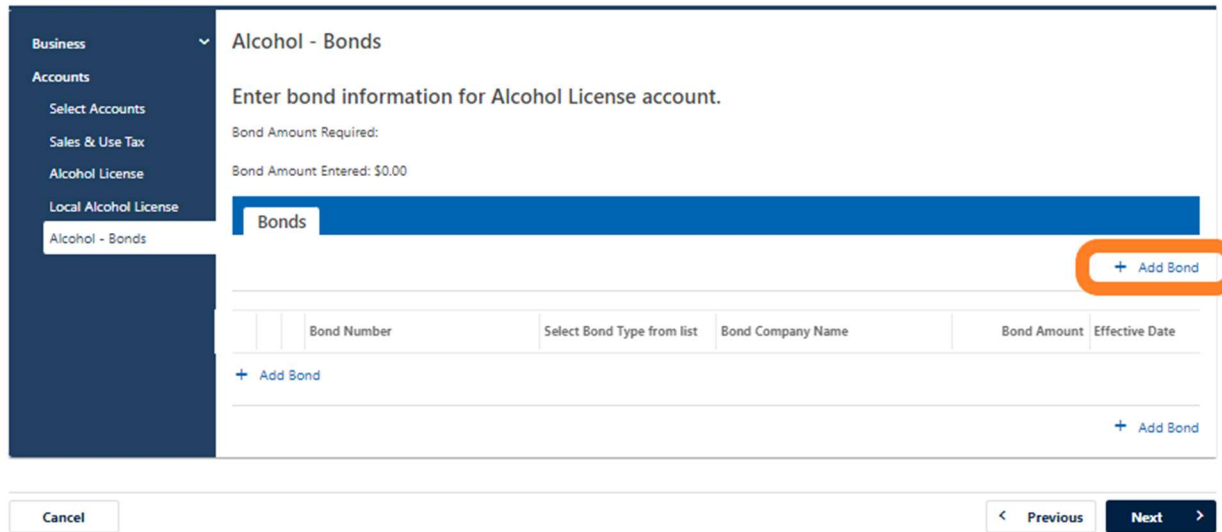
< Previous

Next >

13. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 14 in this section.

a. Click **Add Bond**.

New Business Registration



Business

Accounts

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Bonds

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required:

Bond Amount Entered: \$0.00

Bonds

+ Add Bond

	Bond Number	Select Bond Type from list	Bond Company Name	Bond Amount	Effective Date
+ Add Bond					

+ Add Bond

Cancel

< Previous

Next >

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required:

Bond Amount Entered: \$0.00

Bonds **New Bond**

Record 1 + Add Bond Copy Record X Delete Bond

Enter your bond information below.

Select Bond Type from list *
Required

Bond Number * Required

Bond Certificate Number

Bond Amount *
Required

Effective Date *
Required

Cancellation Date *
Required

Bond Company Name *
Required

Bond Company Phone Number *
Required

Bond Company Email

Confirm Bond Company Email

Enter the bond company's address information.

Select Country from list
USA

Street *
Required

Street 2

Select Unit Type from list

Unit #

City *
Required

Select State from list
GEORGIA

Zip Code +4 *
Required

Select County from list *
Required

Attention

+ Add Bond Copy Record X Delete Bond

< Previous **Next** >

14. Complete the **Alcohol - Licensee** screen. Click the **Next** button.

New Business Registration

Business ▾

Accounts

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Licensee**

Alcohol - Licensee

Licensee Information

Who is the licensee for this license?
* Licensee must match the licensee designated on the local license.

List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.

For more information about citizenship affidavits, [click here](#).

Enter Licensee Id information.

Select ID Type from list *
Required

ID # *
Required

Enter Licensee name information.

First *
Required

Middle Initial

Last *
Required

Enter Licensee age information.

Is licensee 21 years old or older? *

Enter Licensee address information.

Select Country from list
USA ▾

Street

City

Select State from list
GEORGIA ▾


Zip Code + 4

Select County from list
▾

Phone Number

Enter Licensee residency information.

Select Residency Status from list *
Required ▾

Licensee Date of Birth 

15. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.

New Business Registration

Business
Accounts
Payments
Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee:
- State Alcohol Investigation Fee:

Total Fee:

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Payment Channel

Type ^{*}
Required

Bank Account Type ^{*}
Required

Routing Number ^{*}
Required

Account Number ^{*}
Required

Confirm Account Number ^{*}
Required

Payment

Pay Balance of:
 Yes No

Amount

Confirm Amount ^{*}
Required

- For Credit Card, review the message provided and click the **Next** button.

New Business Registration

Business
Accounts
Payments
Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee:
- State Alcohol Investigation Fee:

Total Fee:

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

16. Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding their payments, you will not see this screen.

New Business Registration

Business ▾

Accounts ▾

Payments

Payments

Local Payments

Local Payments

The following is a list of fees which must be paid to your local alcohol licensing jurisdiction

The following fees must be paid:

- Administrative Fees (CO or Package):
- Administrative Fees (CO or Package):
- Beer & Wine (Combination) - (CO or Package):
- Liquor (CO or Package):

Total Fee: :

Payment Method

A payment is due to your local licensing jurisdiction. Contact _____ at _____ or visit the link below for details.

Payment In Person

Address:

Payment Online

To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.

Payment Instruction URL:

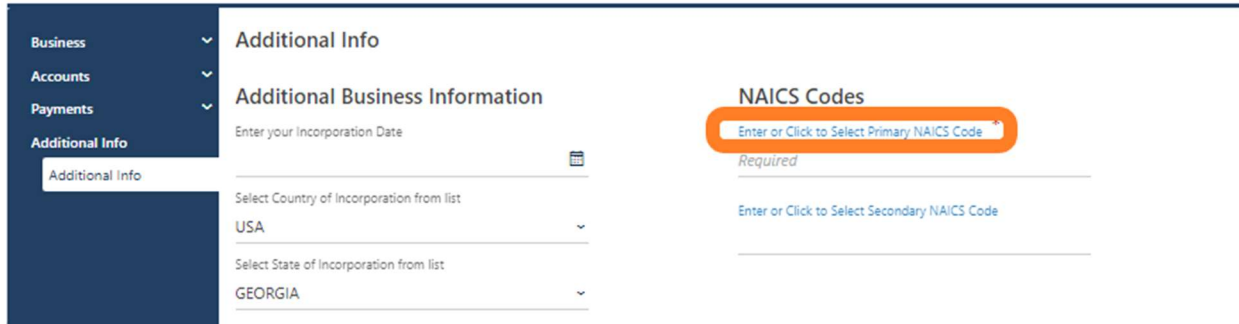
Payment URL:

Disclaimer:

Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites. Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

- Complete the Additional Business Information section. Type your **NAICS** code(s). If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword. Click the **Next** button.

New Business Registration



Business ▾ Additional Info

Accounts ▾ Additional Business Information

Payments ▾

Additional Info

Additional Info

Enter your Incorporation Date

Select Country of Incorporation from list

USA

Select State of Incorporation from list

GEORGIA

NAICS Codes

Enter or Click to Select Primary NAICS Code

Required

Enter or Click to Select Secondary NAICS Code

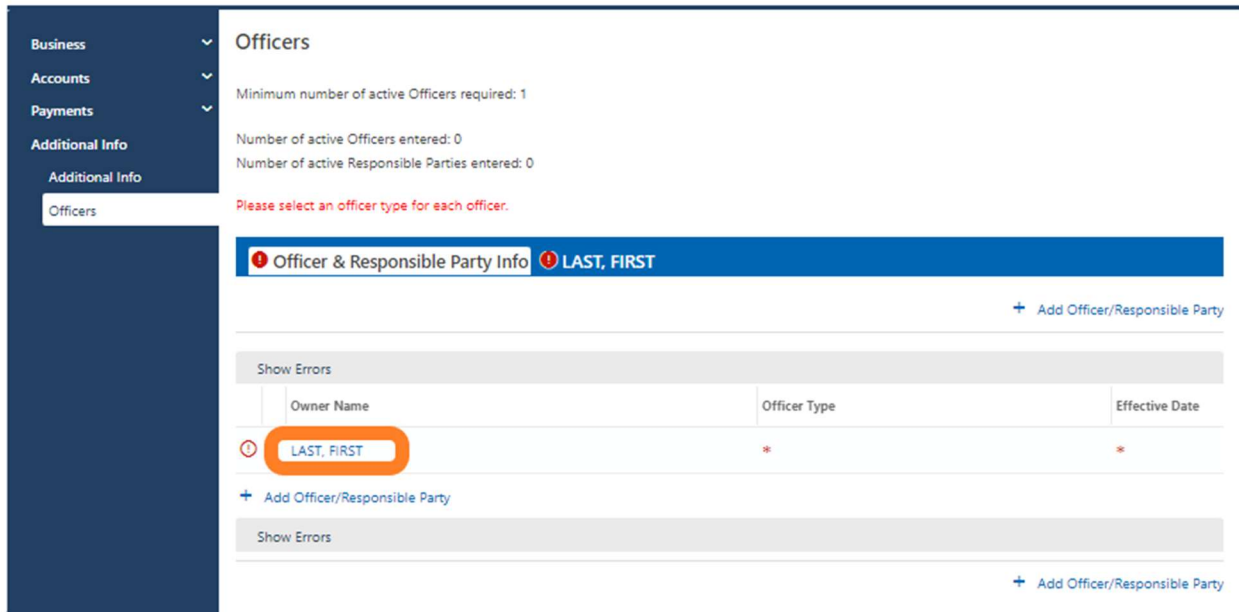
Cancel

< Previous

Next >

- The alcohol licensee will appear as an officer/responsible party. Click the hyperlink under the **Owner Name** column to update their information.

New Business Registration



Business ▾ Officers

Accounts ▾

Payments ▾

Additional Info

Additional Info

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

Please select an officer type for each officer.

Officer & Responsible Party Info LAST, FIRST

+ Add Officer/Responsible Party

Show Errors

Owner Name	Officer Type	Effective Date
LAST, FIRST	*	*

+ Add Officer/Responsible Party

Show Errors

+ Add Officer/Responsible Party

Cancel

< Previous

Next >

19. If needed, click **Add Officer/Responsible Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 1

Officer & Responsible Party Info LAST, FIRST **New Officer**

Record 2 [+ Add Officer/Responsible Party](#) [Delete Officer/Responsible Party](#)

Officer & Responsible Party Info	Officer Address & Phone Number
Is this an Officer, Responsible Party, or both? * <i>Required</i> <input type="text"/>	Street <input type="text"/>
Effective Date * <i>Required</i> <input type="text"/>	City <input type="text"/>
Cease Date <input type="text"/>	State GEORGIA <input type="text"/>
Officer Name & ID Information	Country USA <input type="text"/>
Does this officer have a foreign ID #? <input type="text"/> Yes <input checked="" type="text"/> No	Zip Code <input type="text"/>
Select ID Type from list * <i>Required</i> <input type="text"/>	County <input type="text"/>
First Name * <i>Required</i> <input type="text"/>	Phone Number <input type="text"/>
Middle Initial <input type="text"/>	
Last Name * <i>Required</i> <input type="text"/>	

[+ Add Officer/Responsible Party](#) [X Delete Officer/Responsible Party](#)

[< Previous](#) [Next >](#)

20. Review the list of documentation required for your local jurisdiction. Click the **Next** button.

New Business Registration

- Business
- Accounts
- Payments
- Additional Info
- Attachments
 - Local Requirements

Local Requirements

Below is a list of additional documents required by your local jurisdiction. Please contact the local jurisdiction to ensure you are submitting all required documents.

Local Documentation

Documentation Name
2023 ALCOHOL/BUSINESS RENEWAL APPLICATION
Consumption On Premises (COP)
Original Package
Non-Profit Temporary

21. Review the consent statement regarding Form ATT-17 on the **Attachments** screen. If you agree, click the checkbox.

Attachments

If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

22. Click the **Add Attachment** button to upload documentation with your registration.
NOTE: You cannot continue if all required documents are not attached. This is denoted by the minimum required column. The attachment types will vary based upon the application.

New Business Registration

Business
Accounts
Payments
Additional Info
Attachments
Local Requirements
Attachments

Attachments

If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

Add Attachment

Type	Name	Size
There are no attachments.		

Please attach all required documents

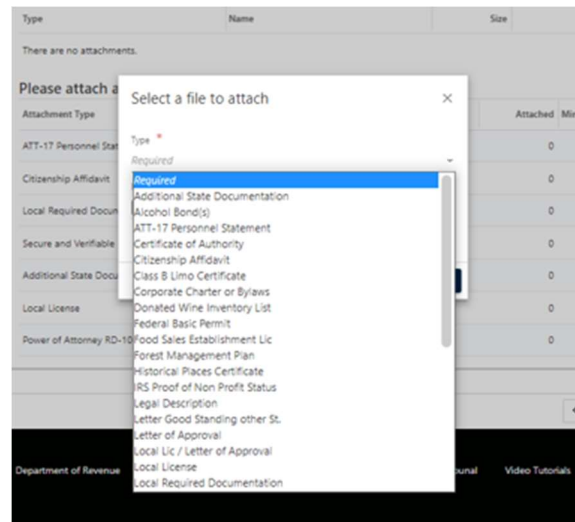
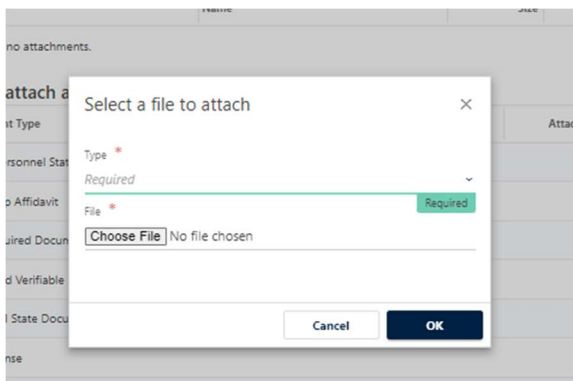
Attachment Type	Attached	Minimum Require	Max Allowed
ATT-17 Personnel Statement	0	1	20
Citizenship Affidavit	0	1	10
Local Required Documentation	0	1	25
Secure and Verifiable Document	0	1	10
Additional State Documentation	0	0	10
Local License	0	0	1
Power of Attorney RD-1061	0	0	1

Cancel < Previous Next >

23. Select the **Type** of attachment. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

Note: The type drop box allows the system to determine where to route your documents. All attachment types listed as **“Local Required Documentation”** will be routed to the local jurisdictions account for their review. All other attachment types go directly to the state.

24. Repeat steps 22 and 23 until all attachments are added. Click the **Next** button.



Attachments [Add Attachment](#)

Type	Name	Size	
ATT-17 Personnel Statement			Remove
Citizenship Affidavit			Remove
Local Required Documentation			Remove
Local Required Documentation			Remove

Please attach all required documents

Attachment Type	Attached	Minimum Require	Max Allowed
ATT-17 Personnel Statement	1	1	20
Citizenship Affidavit	1	1	10
Local Required Documentation	2	1	25
Secure and Verifiable Document	0	1	10
Additional State Documentation	0	0	10
Local License	0	0	1
Power of Attorney RD-1061	0	0	1

[< Previous](#)
Next >

25. Enter a Login, Password, Secret Question & Answer, and Contact Information for the person who will be using the login. Click the Next button.

Create Login

Enter login information

Login ^{*}

Password ^{*} Required

Confirm Password ^{*}

In case you forget your password

Select Secret Question from list ^{*}

Secret Answer ^{*}

Confirm Answer ^{*}

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name ^{*}

E-mail ^{*}

Confirm E-mail ^{*}

Country
USA

Select Phone Type from list ^{*}

Phone Number ^{*}

[< Previous](#)
Next >

26. Review the summary of the request. Click the **Submit** button.

New Business Registration

- Business
- Accounts
- Payments
- Additional Info
- Attachments
- Login
- New Business Registration

Business Type : LLC

LLC Name : TEST ALCOHOL ALP

DBA Name : TEST ALCOHOL ALP

Federal Employer ID # : [REDACTED]

Account Type : [REDACTED]

Account Type : [REDACTED]

Officer Name : [REDACTED]

State Payment Amount : [REDACTED]

Login : [REDACTED]

Local Jurisdiction : [REDACTED]

Local Payment Amount : [REDACTED]

Cancel
< Previous
Submit

27. Click **Yes** to confirm you want to submit the request.

Confirmation

Are you sure you want to submit this?

Cancel
OK

A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make a payment to your local jurisdiction, if an in-person payment is required.

Confirmation

Submission Information

Status Submitted

Confirmation Number

E-mail

Submission Title Submitted

ID

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View
OK

[Print Confirmation](#)

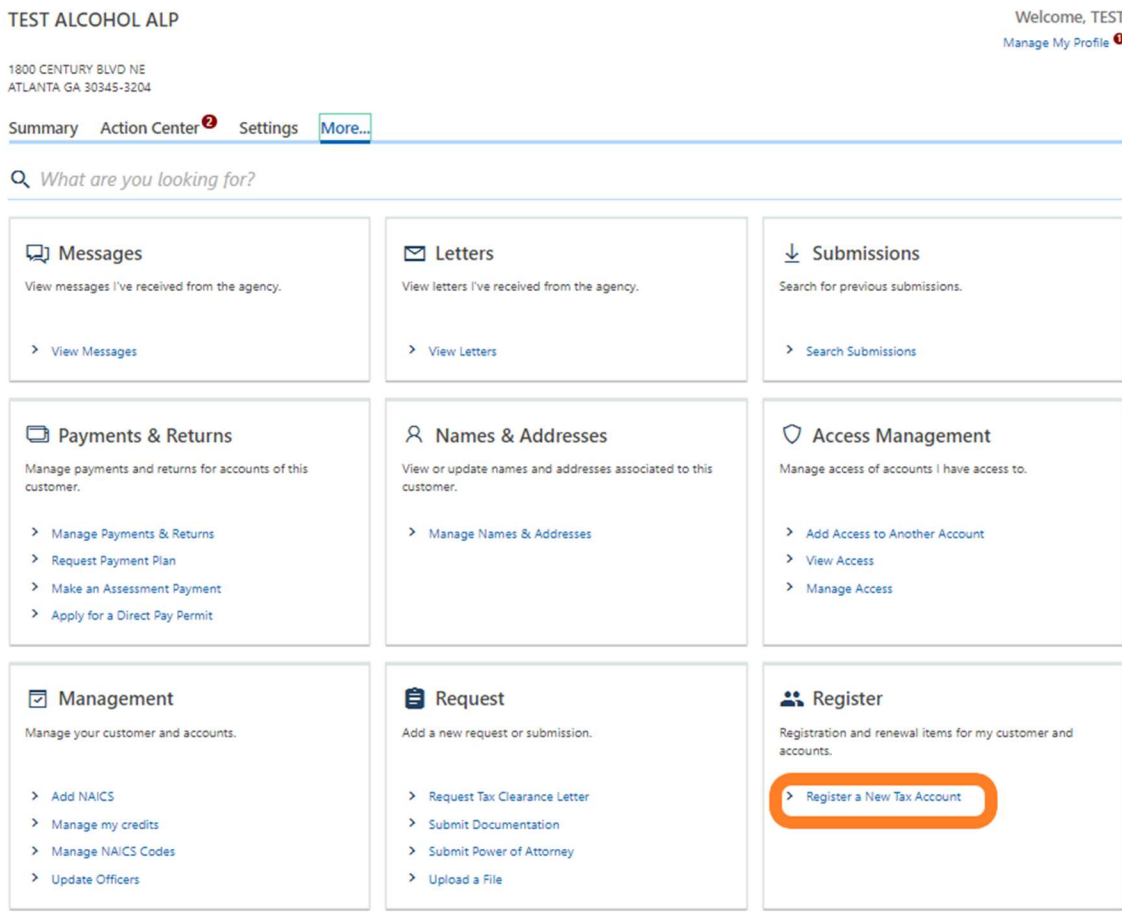
Register an Existing Business for a Retail Alcohol License:

Retail licenses, excluding special event licenses, require a Sales and Use Tax account. You will need to apply for a Sales and Use Tax account first if you do not already have one for the business location ([How to Register a Sales and Use Tax Account Instructional Guide](#)).

1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your GTC account.
2. Select the “More” tab on the Home screen.

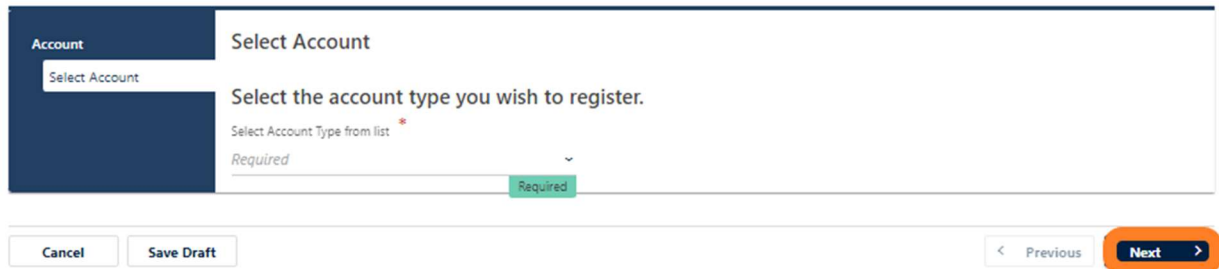


3. Click the [Register a New Tax Account](#) hyperlink located under the “Register” box.



4. Select **Alcohol License** from the drop-down list. If prompted, provide any other requested information. Click the **Next** button.

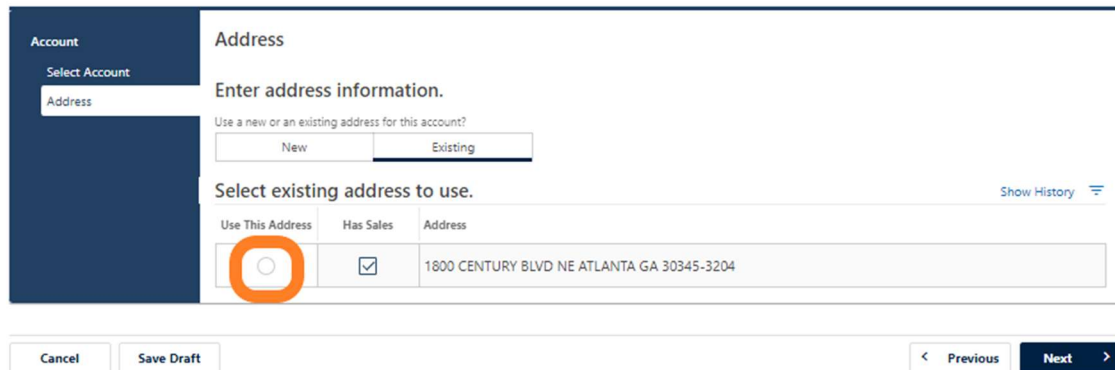
New Account Registration



The screenshot shows the 'Select Account' step of the registration process. On the left, a sidebar contains 'Account' and 'Select Account' options. The main area is titled 'Select Account' and contains the instruction 'Select the account type you wish to register.' Below this is a dropdown menu labeled 'Select Account Type from list' with a red asterisk and the word 'Required' below it. A green 'Required' label is positioned at the bottom right of the dropdown. At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft', and 'Next' (highlighted in orange).

5. Provide the business location address for the alcohol license account.
 - If provided, you can select from an existing address with the applicable Sales and Use Tax account.

New Account Registration



The screenshot shows the 'Address' step of the registration process. On the left, a sidebar contains 'Account', 'Select Account', and 'Address' options. The main area is titled 'Address' and contains the instruction 'Enter address information.' Below this is the question 'Use a new or an existing address for this account?' with two radio buttons: 'New' and 'Existing' (selected). Below the radio buttons is the instruction 'Select existing address to use.' and a 'Show History' link. A table lists existing addresses with columns for 'Use This Address', 'Has Sales', and 'Address'. The first row is selected, with a radio button circled in orange. The 'Has Sales' checkbox is checked, and the address is '1800 CENTURY BLVD NE ATLANTA GA 30345-3204'. At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft', and 'Next' (highlighted in orange).

Use This Address	Has Sales	Address
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	1800 CENTURY BLVD NE ATLANTA GA 30345-3204

- Or you may enter a new address.
 - a. Enter the location address.

New Account Registration

Account

Select Account

Address

Address

Enter address information.

Use a new or an existing address for this account?

📍 Enter your location address.

Select Country from list

USA ▼

Street *

Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City *

Required

Select State from list

GEORGIA ▼

Zip Code +4 *

Required

Select County from list *

Required

Attention

- b. Click the **Verify your address** button to validate the address.



- c. Click the red **Unverified** hyperlink on the **Address Search** pop-up window.

Address Search ✕

Please note: After clicking unverified, select a verified address if available.

Country USA ▼ Multi-Line

Street 1800 CENTURY BLVD

Street

Unit Type ▼ Unit

City ATLANTA ▼ State GEORGIA ▼

Zip 30345-0000 ▼ County DEKALB ▼

Attention

Unverified

- d. Select a verified address by clicking the applicable **Select this address** hyperlink if prompted. If a verified address isn't listed, you can select the address you entered.

Select Verified Address ×

Verified 📍 1800 CENTURY BLVD NE ATLANTA GA 30345	Select this address
Verified 📍 1800 CENTURY BLVD NE STE (Required) ATLANTA GA 30345	Select this address
Verified 📍 1800 CENTURY PL NE ATLANTA GA 30345-4301	Select this address
As Entered ✎ 1800 CENTURY BLVD ATLANTA GA 30345	Select this address

- Or, if provided, you can select from an existing address:

6. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat the instructions under entering a new address to verify the mailing address.

Is your mailing address the same as your business address?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

7. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.
 - a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, select the License Type from a list.

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p>Alcohol License</p> <p>Enter your State Alcohol License information.</p> <p>Account Start Date 23-Jan-2023 📅</p> <p>Are you registering a restaurant?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> <p>Will you be selling liquor / distilled spirits? *</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> </div>	Yes	No	Yes	No	OR	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p>Alcohol License</p> <p>Enter your State Alcohol License information.</p> <p>Account Start Date 23-Jan-2023 📅</p> <p>Are you registering a restaurant?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> <p>Select License Type from list *</p> <p><i>Required</i> ▼</p> </div>	Yes	No
Yes	No							
Yes	No							
Yes	No							

- b. Review or select the **Alcohol License's sales types**.

Select your Alcohol License's sales types.

Beer *

Yes	No
-----	----

Wine *

Yes	No
-----	----

Liquor / Distilled Spirits *

Yes	No
-----	----

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

- c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier? *

Yes	No
-----	----

Are you in a Regional Economic Assistance Project (REAP)? *

- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

Yes	No
-----	----

- d. If applicable, provide the requested **Special Events information**.

Enter your Special Events information.

What day will your event start?

02-Feb-2023 

What day will your event end? *

Required 

e. Enter your **Local License information.**

Enter your Local License information.

Select Local License Type from list

Select Local License County from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction **and** you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction and I am aware of the additional requirements to obtain a local alcohol license.

f. If requested, provide the **information about arrest history.**

Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

Have you ever been arrested? *

Yes	No
-----	----

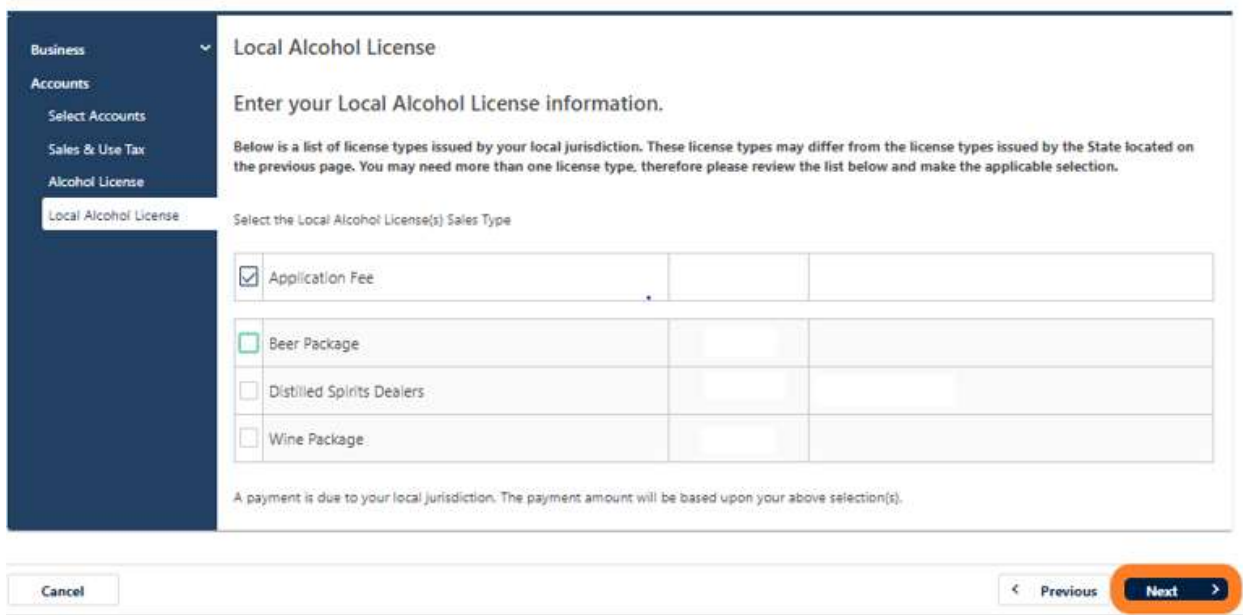
g. Review the Change of Ownership section and update if necessary

Enter Change of Ownership information.

Have you acquired this business in its entirety from another business?

Yes	No
-----	----

8. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.



Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

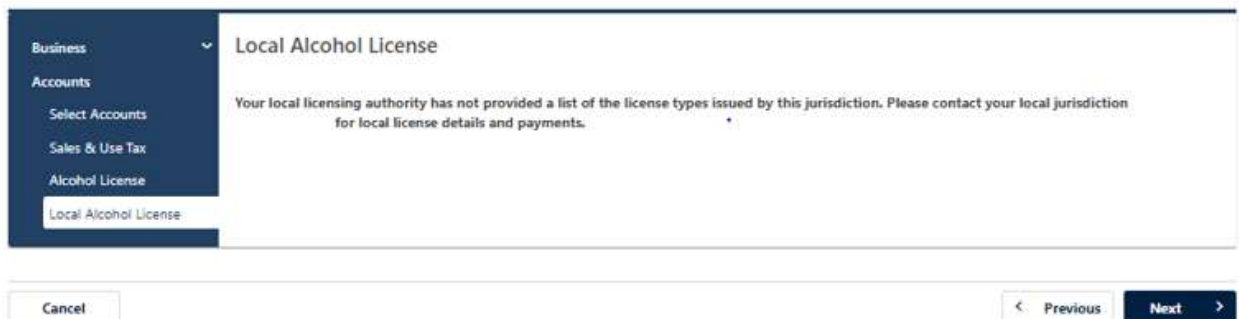
Select the Local Alcohol License(s) Sales Type

<input checked="" type="checkbox"/>	Application Fee		
<input type="checkbox"/>	Beer Package		
<input type="checkbox"/>	Distilled Spirits Dealers		
<input type="checkbox"/>	Wine Package		

A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel Previous **Next**

If your jurisdiction has not provided any information, you will see the following message but can continue with submission:



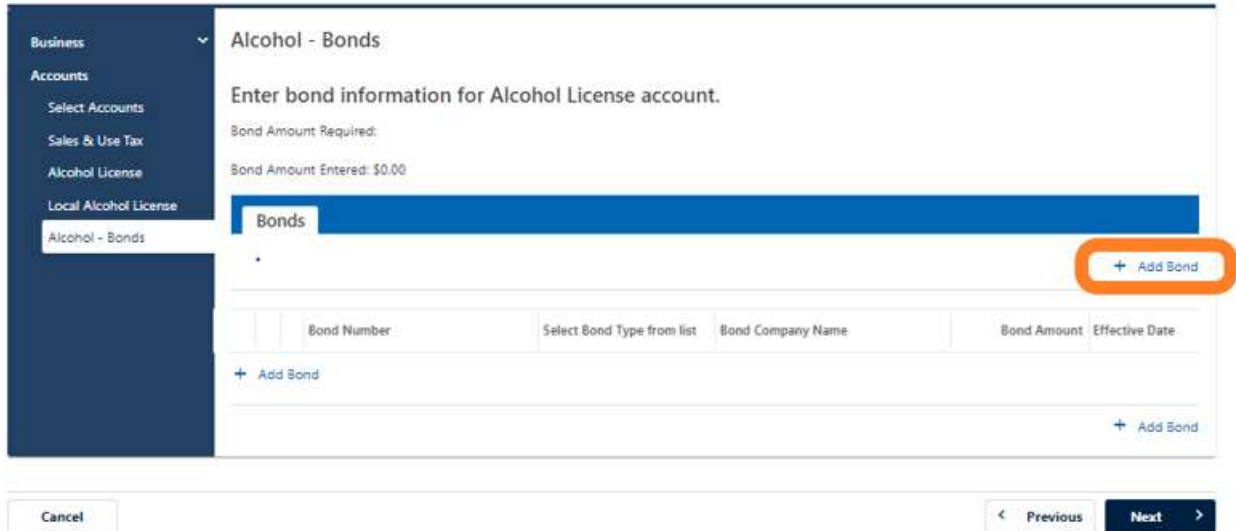
Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction for local license details and payments.

Cancel Previous **Next**

9. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 14 in this section.

a. Click **Add Bond**.



Business

Accounts

- Select Accounts
- Sales & Use Tax
- Alcohol License
- Local Alcohol License
- Alcohol - Bonds

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required:

Bond Amount Entered: \$0.00

Bonds

+ Add Bond

Bond Number	Select Bond Type from list	Bond Company Name	Bond Amount	Effective Date
+ Add Bond				
+ Add Bond				

Cancel

< Previous Next >

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required:
Bond Amount Entered: \$0.00

Bonds **New Bond**

Record 1 + Add Bond Copy Record X Delete Bond

Enter your bond information below.

Select Bond Type from list *
Required

Bond Number * Required

Bond Certificate Number

Bond Amount *
Required

Effective Date *
Required

Cancellation Date *
Required

Bond Company Name *
Required

Bond Company Phone Number *
Required

Bond Company Email

Confirm Bond Company Email

Enter the bond company's address information.

Select Country from list
USA

Street *
Required

Street 2

Select Unit Type from list

Unit #

City *
Required

Select State from list
GEORGIA

Zip Code +4 *
Required

Select County from list *
Required

Attention

+ Add Bond Copy Record X Delete Bond

< Previous Next >

10. Provide the **Alcohol - Licensee** screen. Click the **Next** button.
- Select from an existing licensee if available.

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

Existing

New

Licensees with an expired affidavit document cannot be selected; they must be renewed before they can be selected.

Select licensee to use. ≡

Licensee Name	ID #	Business ID #	Expiration Date	Use this licensee
LAST, FIRST	SSN: ***-**-0001			<input checked="" type="checkbox"/>

- Or enter the information for a new licensee.

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

Existing

New

Licensee Information

Who is the licensee for this license?

- Licensee must match the licensee designated on the local license.

Business

Individual

List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.

For more information about citizenship affidavits, [click here](#).

Enter Licensee Id information.

Select ID Type from list *

Required

ID # *

Required

Enter Licensee name information.

First *

Required

Middle Initial

Last *

Required

Enter Licensee age information.

Is licensee 21 years old or older? *

Yes

No

Enter Licensee address information.

Select Country from list

USA

Street

City

Select State from list

GEORGIA

Zip Code + 4

Select County from list

Phone Number

Enter Licensee residency information.

Select Residency Status from list *

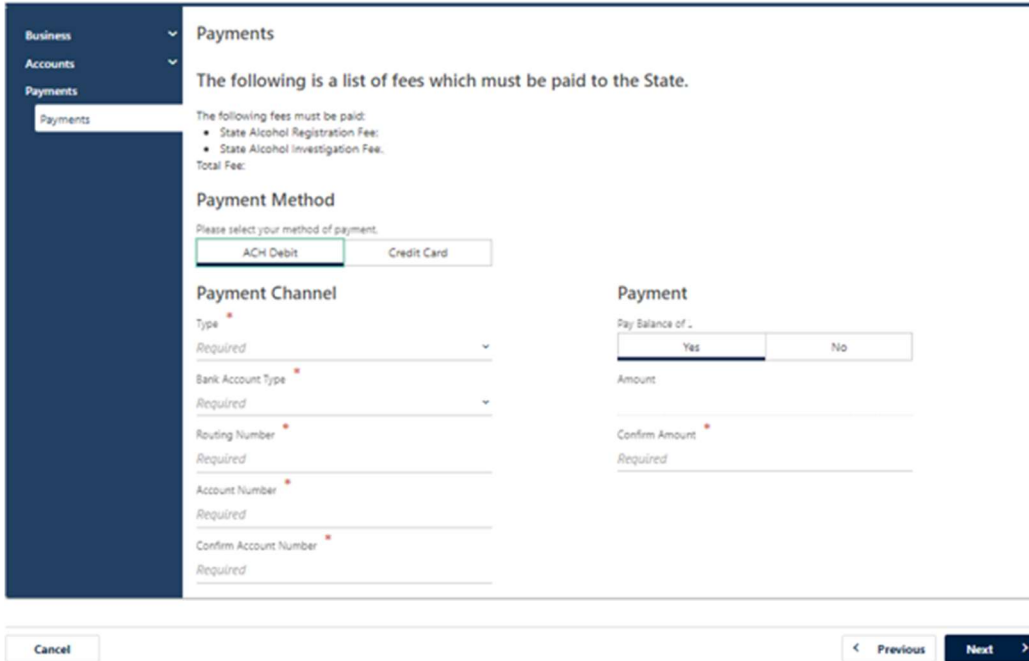
Required

Licensee Date of Birth

< Previous
Next >

11. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.



Business ▾
Accounts ▾
Payments ▾
Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee;
- State Alcohol Investigation Fee;

Total Fee:

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Payment Channel

Type ^{*}
Required ▾

Bank Account Type ^{*}
Required ▾

Routing Number ^{*}
Required

Account Number ^{*}
Required

Confirm Account Number ^{*}
Required

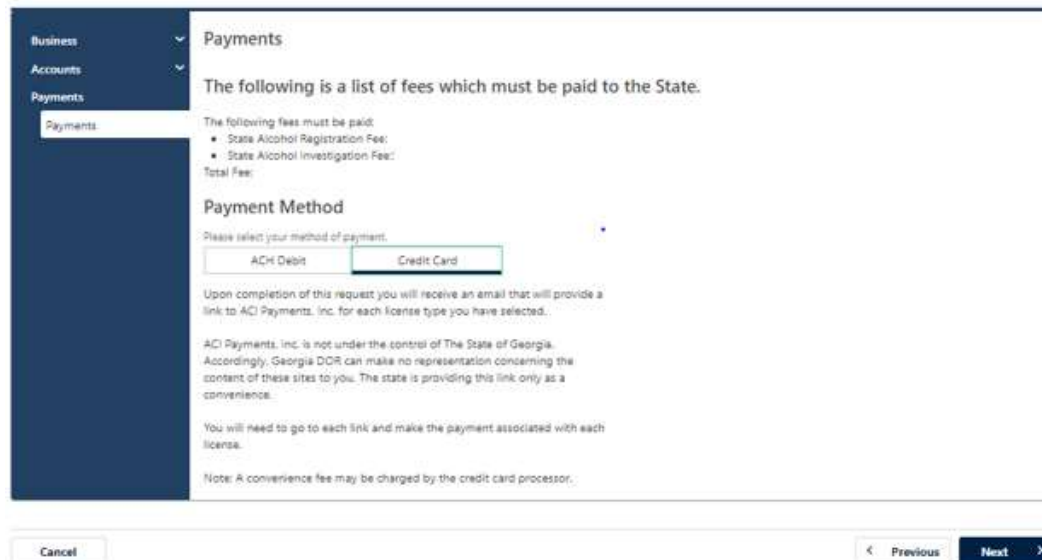
Payment

Pay Balance of ^{*}
 Yes No

Amount

Confirm Amount ^{*}
Required

- For Credit Card, review the message provided and click the **Next** button.



Business ▾
Accounts ▾
Payments ▾
Payments

Payments

The following is a list of fees which must be paid to the State.

The following fees must be paid:

- State Alcohol Registration Fee;
- State Alcohol Investigation Fee;

Total Fee:

Payment Method

Please select your method of payment.

ACH Debit Credit Card

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

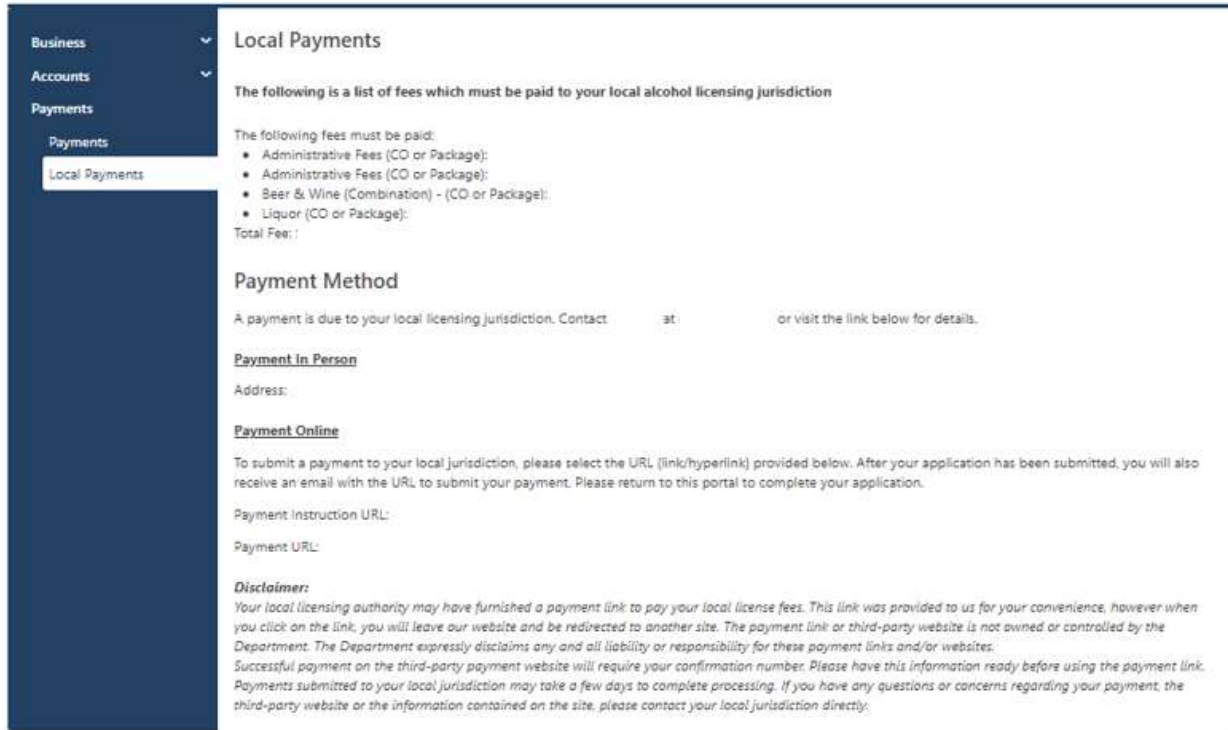
ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

12. Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding their payments, you will not see this screen.



The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: Business, Accounts, Payments, and Local Payments. The main content area is titled 'Local Payments' and contains the following text:

Local Payments

The following is a list of fees which must be paid to your local alcohol licensing jurisdiction

The following fees must be paid:

- Administrative Fees (CO or Package):
- Administrative Fees (CO or Package):
- Beer & Wine (Combination) - (CO or Package):
- Liquor (CO or Package):

Total Fee: :

Payment Method

A payment is due to your local licensing jurisdiction. Contact [redacted] at [redacted] or visit the link below for details.

Payment In Person

Address: [redacted]

Payment Online

To submit a payment to your local jurisdiction, please select the URL ([link/hyperlink] provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.

Payment Instruction URL: [redacted]

Payment URL: [redacted]

Disclaimer:

Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites. Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

Cancel

< Previous

Next >

13. Officers and responsible parties currently linked to the business will appear. If you provided a new licensee previously on the request, they will also be listed. Click the hyperlink under the **Owner Name** column to review an officer’s or responsible party’s information.

New Account Registration

Account

Payments

Additional Info

Officers

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

LAST, FIRST

+ Add Officer/Responsible Party

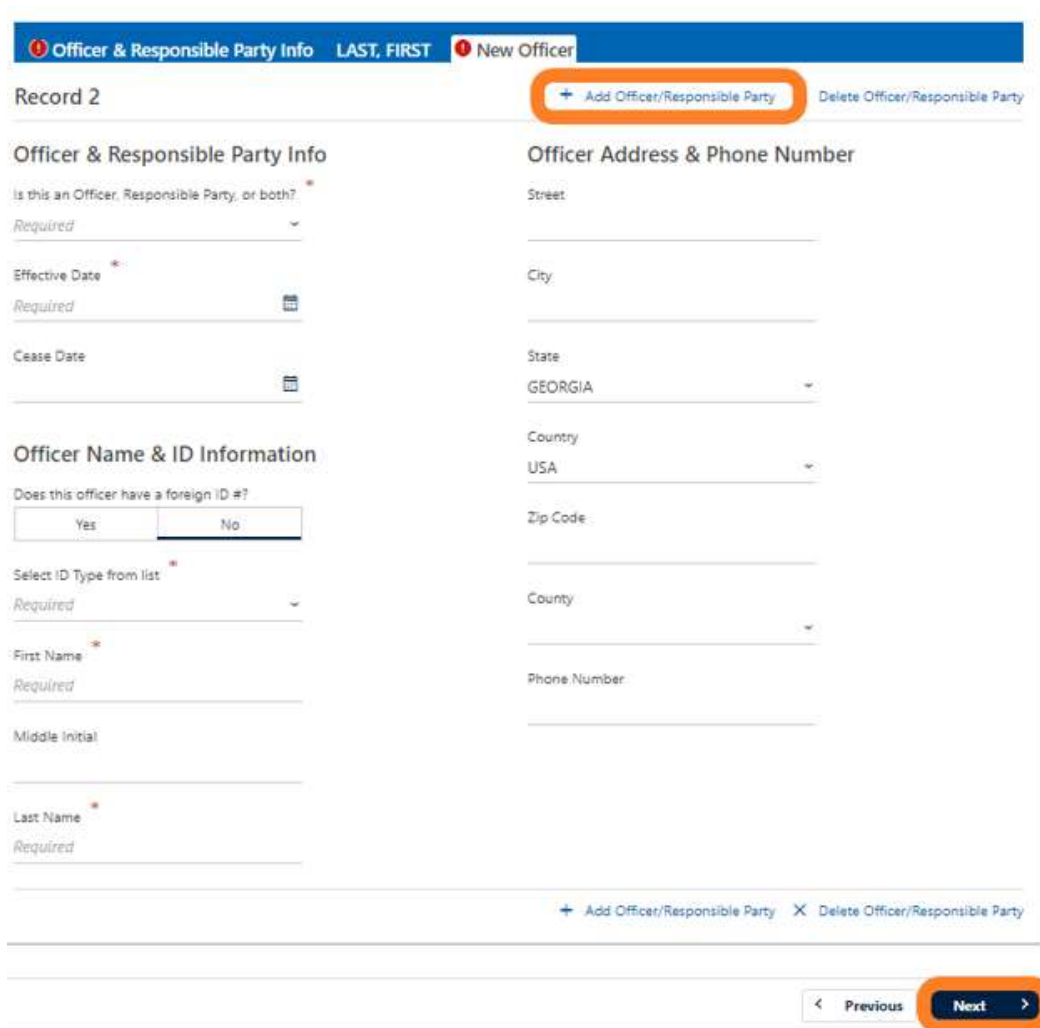
Owner Name	Officer Type	Effective Date
LAST, FIRST	Officer	23-Jan-2023

+ Add Officer/Responsible Party

Cancel
Save Draft

< Previous
Next
>

14. If needed, click **Add Officer/Responsible Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



Officer & Responsible Party Info LAST, FIRST **New Officer**

Record 2 [+ Add Officer/Responsible Party](#) [Delete Officer/Responsible Party](#)

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both? ^{*}
Required

Effective Date ^{*}
Required

Cease Date

Officer Name & ID Information

Does this officer have a foreign ID #?
 Yes No

Select ID Type from list ^{*}
Required

First Name ^{*}
Required

Middle Initial

Last Name ^{*}
Required

Officer Address & Phone Number

Street

City

State
GEORGIA

Country
USA

Zip Code

County

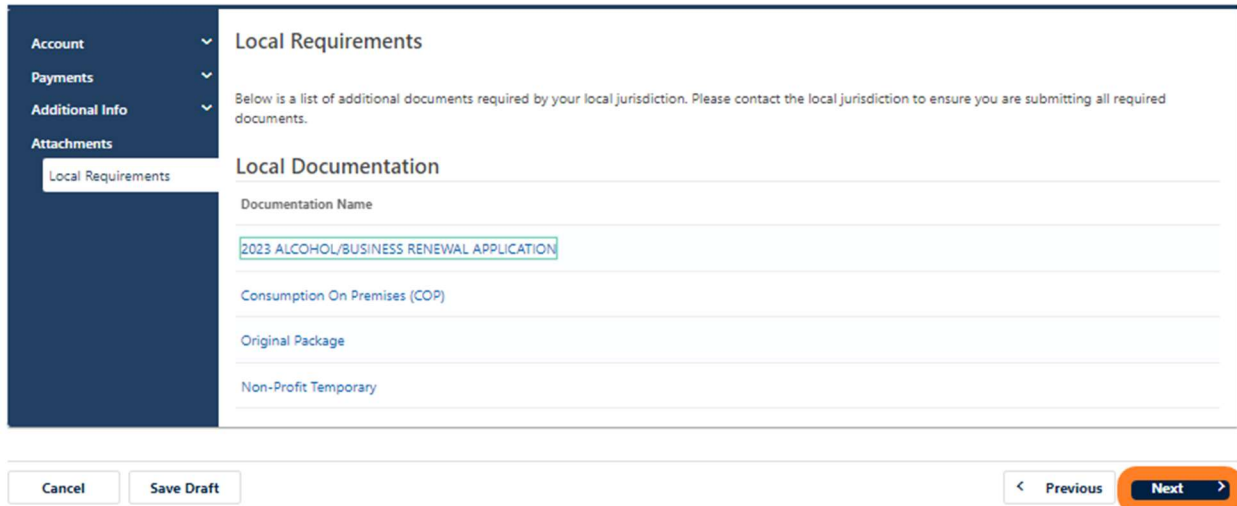
Phone Number

[+ Add Officer/Responsible Party](#) [X Delete Officer/Responsible Party](#)

[< Previous](#) [Next >](#)

15. Review the list of documentation required for your local jurisdiction. Click the **Next** button.

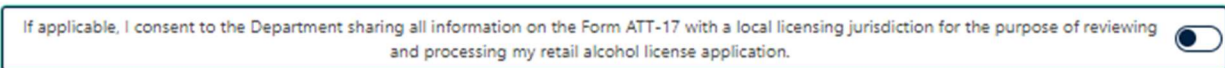
[New Account Registration](#)



Documentation Name
2023 ALCOHOL/BUSINESS RENEWAL APPLICATION
Consumption On Premises (COP)
Original Package
Non-Profit Temporary

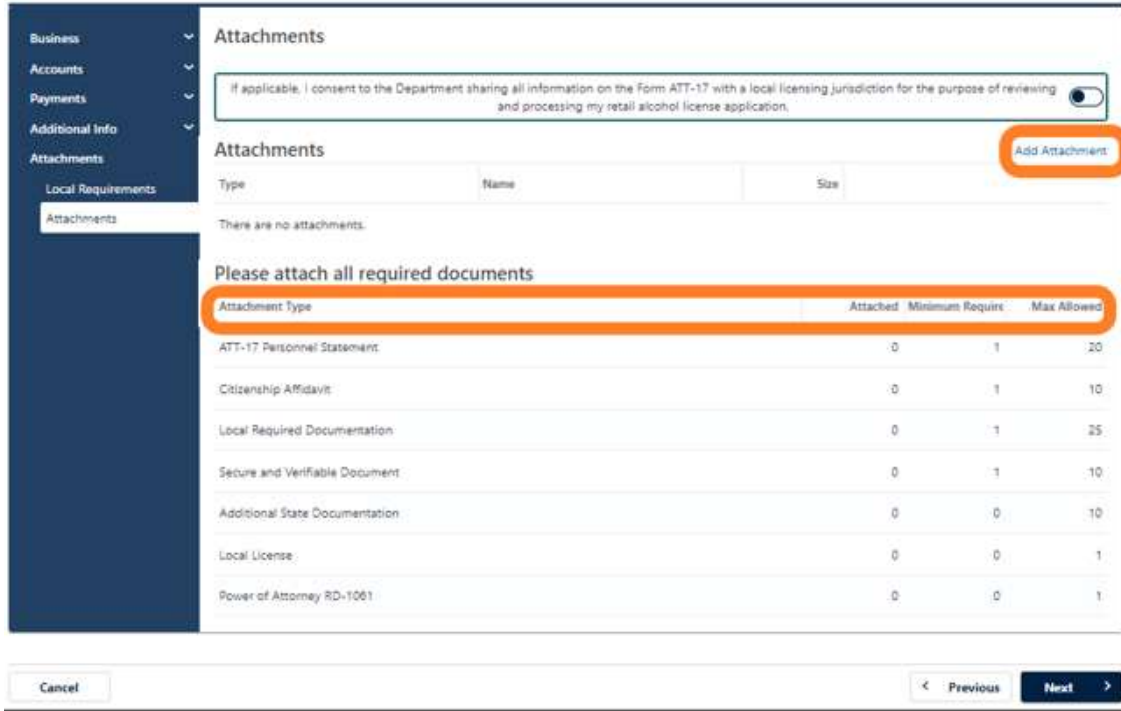
16. Review the consent statement regarding Form ATT-17 on the **Attachments** screen. If you agree, click the checkbox.

Attachments



If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

17. Click the **Add Attachment** button to upload documentation with your registration.
NOTE: You cannot continue if all required documents are not attached. This is denoted within the minimum required column. The attachment types will vary based upon the application.



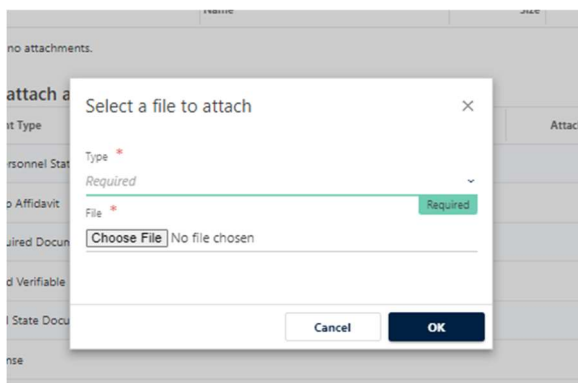
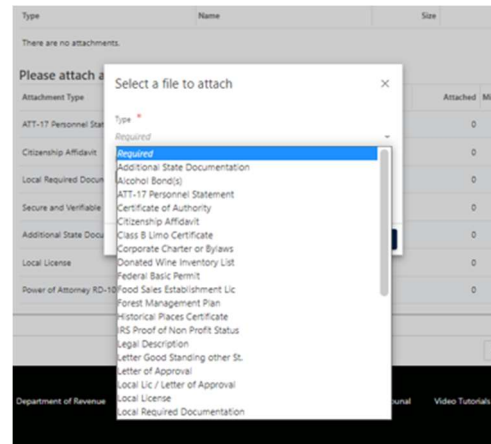
If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

Add Attachment

Attachment Type	Attached	Minimum Required	Max Allowed
ATT-17 Personnel Statement	0	1	20
Citizenship Affidavit	0	1	10
Local Required Documentation	0	1	25
Secure and Verifiable Document	0	1	10
Additional State Documentation	0	0	10
Local License	0	0	1
Power of Attorney RD-1061	0	0	1

18. Select the **Type** of attachment. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

Note: The attachment type allows for the system to know where to route documents. All attachment types listed as **“Local Required Documentation”** will be routed to the local jurisdictions account for their review. All other attachment types go directly to the state.

19. Repeat steps 17 and 18 until all attachments are added. Click the **Next** button.

Attachments Add Attachment

Type	Name	Size	
ATT-17 Personnel Statement			Remove
Citizenship Affidavit			Remove
Local Required Documentation			Remove
Local Required Documentation			Remove

Please attach all required documents

Attachment Type	Attached	Minimum Required	Max Allowed
ATT-17 Personnel Statement	1	1	20
Citizenship Affidavit	1	1	10
Local Required Documentation	2	1	25
Secure and Verifiable Document	0	1	10
Additional State Documentation	0	0	10
Local License	0	0	1
Power of Attorney RD-1061	0	0	1

< Previous Next >

20. Review the summary of the request. Click the **Submit** button.

New Account Registration

- Account
- Payments
- Additional Info
- Attachments
- New Account Registration

Account Type : Alcohol License

State Payment Amount :

Local Jurisdiction :

Local Payment Amount :

Cancel Save Draft < Previous Submit

21. Click **OK** to confirm you want to submit the request.

Confirmation ×

Are you sure you want to submit this?

Cancel

OK

An Official Website of the State of Georgia

A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make a payment to your local jurisdiction, if an in-person payment is required.

Confirmation

Submission Information

Logon	testalcoalp
Status	Submitted
Confirmation Number	
Taxpayer Name	TEST ALCOHOL ALP
Federal Employer ID #	
Submission Title	New Account Registration
Submitted	

Your confirmation number is

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)