



Regulatory Licensing and Permitting System (RLPS) Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Access License Renewal (first RLPS submission)
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Renewable Record Types
 - License Renewal



RLPS Citizen Portal: Renewable Records

■ Education

- Responsible Vendor Program
- Responsible Vendor Trainer
- Server Training Program
- Server Training Trainer

■ LBD

- Airline Boat Train
- Caterer
- Private Club
- Hotel Motel
- Limited Service
- Restaurant
- Special Occasion
- Wine Only
- Special Legislation

■ Retail

- Delivery Service
- Retail Package Store
- Satellite Facility
- Wine In Grocery Stores
- Retail Special Legislation

■ Supplier

- Farm Winery
- Limited Manufacturing
- Manufacturer
- Non-Manufacturing Non-Resident Seller

■ Wholesaler

- Self-Distribution
- Wholesaler



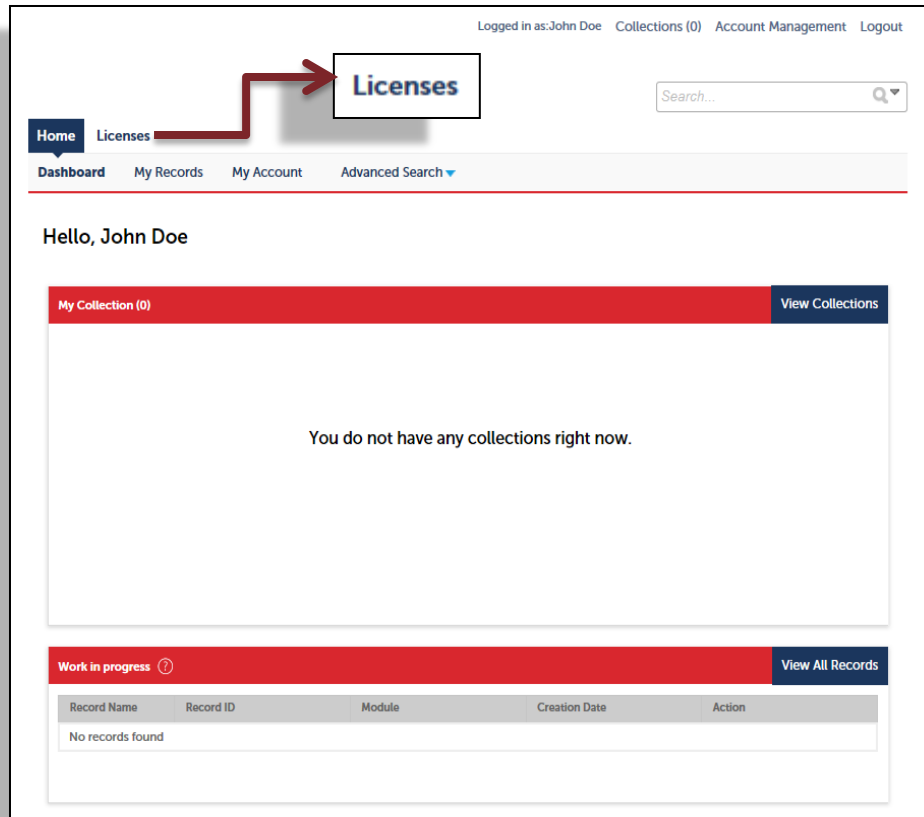
RLPS Citizen Portal: License Renewal

Initial Record Renewal Notes:

- You will renew your current non-RLPS record through the RLPS application process.
- You must use the same information in your current license to renew.
- A change in the Name/Location/Owner can result in delay to your record renewal process.
- You must select the “Renew Existing License” and enter your current record ID to avoid the application fee for a brand new license or certificate application.
- Future renewals of your RLPS license will be extremely easy and will be prompted by email notifications.
- This guide assumes you have created an RLPS account and are currently logged in. (See RLPS Account Creation video)

RLPS Citizen Portal: License Renewal

- Click the “Licenses” tab



The screenshot displays the RLPS Citizen Portal interface. At the top right, it shows the user is logged in as John Doe, with options for Collections (0), Account Management, and Logout. A search bar is located in the top right corner. The navigation menu includes Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. The Licenses tab is highlighted with a red box and an arrow pointing to it. Below the navigation menu, the user is greeted with "Hello, John Doe". The main content area is divided into two sections: "My Collection (0)" and "Work in progress". The "My Collection (0)" section has a "View Collections" button and a message stating "You do not have any collections right now." The "Work in progress" section has a "View All Records" button and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".



RLPS Citizen Portal: License Renewal

- Read the TN Privacy Statement

Logged in as: John Doe Collections (0) Reports (2) Account Management Logout

Search...

Home Licenses

Create an Application Search Existing

Online Application

Welcome to the TABC Regulatory Licensing Permit System.

We are pleased to offer our citizens, businesses, and visitors access to Tennessee State government services online, 24 hours a day, 7 days a week.

The Tennessee Alcoholic Beverage Commission is fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

State of Tennessee Web Site Privacy Statement

The privacy, confidence, and trust of individuals who visit the State of Tennessee web site are important to us. No personal information is collected at this site unless it is provided voluntarily by an individual while participating in an activity that asks for the information. The following paragraphs disclose the information gathering and usage practices for the web site

I have read and accepted the above terms

Continue Application »

Check the box to accept the terms and click the button



RLPS Citizen Portal: License Renewal

- Use the arrow to select the type of record that you are interested in. Example: "Restaurant Application".

Register for an Account Reports (2) Login

Search...

Home Licenses

Create an Application Search Existing

Select a Record Type

Choose one of the following available record types. For assistance please visit our website by clicking here.

Search

- ▶ Education
- ▶ Informational
- ▼ Liquor By The Drink
 - Airline Boat Train Application
 - Caterer Application
 - Club Application
 - Hotel-Motel Application
 - LBD Special Legislation Application
 - Limited Service Application
 - Restaurant Application
 - Special Occasion Application
 - Wine Only Application
- ▶ Permits
- ▶ Retail
- ▶ Supplier
- ▶ Wholesale
- ▶ Enforcement

Continue Application >



RLPS Citizen Portal: License Renewal

- Click the “Add a Row” button to enter any existing licenses that you currently have with the ABC.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 1: License Information > License Information

Please enter any existing licenses you hold with the State of Tennessee Alcoholic Beverage Commission. If you do not currently hold any licenses, go to the next page. * indicates a required field.

Licenses

LICENSES

Please enter any existing licenses you hold with the State of Tennessee Alcoholic Beverage Commission.

Showing 0-0 of 0

License Type	License Number
No records found.	

< >

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Click the dropdown menu and select “Renew Existing License”, then enter your current ABC issued license number.

Home **Licenses**

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 1: License Information > Renewal Check * indicates a required field.

RENEWAL CHECK

RENEWAL CHECK

* Are you applying for a new license or renewal of an existing license?:

--Select--
New License
Renew Existing License

Please enter your current License Number?: *

Enter your current license number

Click to save and exit application

Save and resume later

Continue Application >

Click to continue



RLPS Citizen Portal: License Renewal

- Complete the form

The screenshot shows the 'Business Address' form in the RLPS Citizen Portal. The form is titled 'Business Address' and includes a note: 'This Business address is the Physical address (which is validated via United States Postal Service)'. The form contains several required fields marked with an asterisk (*):

- Building Number:** Text input field with 'Start Here' as a placeholder.
- Direction:** Dropdown menu with '--Select--' as the placeholder.
- Prefix:** Text input field.
- Street Name:** Text input field.
- Street Type:** Dropdown menu with '--Select--' as the placeholder.
- Unit Type:** Dropdown menu with '--Select--' as the placeholder.
- Unit No.:** Text input field.
- Country:** Dropdown menu with 'United States' as the selected option.
- City:** Text input field.
- State:** Dropdown menu with 'TN' as the selected option.
- Zip:** Text input field.
- County:** Dropdown menu with '--Select--' as the placeholder.
- Y Coordinator:** Text input field with 'No Input Required' as a placeholder.
- X Coordinator:** Text input field with 'No Input Required' as a placeholder.

At the bottom of the form, there is a 'Clear' button and two action buttons: 'Save and resume later' (highlighted in orange) and 'Continue Application >' (highlighted in blue). A legend indicates that an asterisk (*) indicates a required field.

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Complete the form

Home **Licenses**

Create an Application Search Existing

Restaurant Application

1 License Information 2 **Contacts and Addresses** 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Business Verification

Please complete the following form to verify Business Entity status with the Tennessee Secretary of State.

Special Note: (Please read)
Entering a Secretary of State Control Number below will automatically create a Business Information contact type on the next page of this application. Please read instructions regarding Business Contact types on that page carefully. NOTE: The automatically created Business Information contact type will be incomplete as indicated by an ERROR message. Edit and complete the Business Information contact entry to remove the ERROR message.

* indicates a required field.

Secretary of State Information

SECRETARY OF STATE INFORMATION

* Legal Business Structure:
--Select--

* Do you have a Tennessee Secretary of State Control Number?:
 Yes No

Secretary of State Control Number:

Primary Phone No.:

Legal Business Name:

Additional Secretary of State Info:

spell check
* Is the above information accurate?:
 Yes No

< _____ >

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Add contact information by clicking the “Add New” button and complete the form.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Contacts

Page instructions appear here. * indicates a required field.

Contact List

There will be multiple Business Contact entries per application in most cases. The Type of contact will be selected for each. You will enter these using "Select from Account" or the "Add New" buttons below.

"Select from Account" will allow you to use contact information already associated with this account.

FIRST: Add one contact entry using the Business Information Type. Every application needs one. This is the contact and specific location used for the business itself that will be the licensee;

Note: If you previously listed a Secretary of State control number for your business, a Business Information entry will automatically be created; HOWEVER, you will need to edit and complete the entry with additional information, a displayed ERROR message will direct you to do so;

SECOND: Add a contact entry FOR EACH BUSINESS OWNER using a Business Owner Type. Every application needs at least one. Each entry will indicate the percentage of ownership. Use "Business Owner – Individual" for named individuals (people) and "Business Owner – Organization" for organizations (LLC, Partnerships, Corporations, etc). The total entries for Business Owners must equal 100% to be approved during processing.

Note: To facilitate application processing, please provide additional "Business Owner-Individual" entries for any named individuals making up the "Business Owner – Organization" entries;

THIRD: Add an optional contact entry for a Business Representative (attorney, accountant, etc.) if needed.

Required Contact Type	Minimum
Business Information	1

Select from Account **Add New**

Showing 0-0 of 0

Action	Full Name	Legal Business Name	Contact Type
No records found.			

< >

Save and resume later **Continue Application >>**

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Complete the form.
- The questions on this page may be different from the application you have chosen.

The screenshot shows the 'Restaurant Application' process in the RLPS Citizen Portal. The navigation bar includes 'Home' and 'Licenses', with 'Licenses' selected. Below the navigation bar are links for 'Create an Application' and 'Search Existing'. The application progress is shown as a series of steps: 1 License Information, 2 Contacts and Addresses, 3 Additional Information (highlighted in yellow), 4 Documents, 5 Review, 6, and 7. The current step is 'Step 3: Additional Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field. The form is divided into sections: 'Application Information', 'RESTAURANT INFO', 'SEATING INFO', and 'ESTIMATED FINANCIALS'. The 'RESTAURANT INFO' section includes a 'Deed/Lease Expiration Date' field and several acknowledgment checkboxes. The 'SEATING INFO' section includes fields for 'Number of seats at bar.', 'Number of seats indoors at tables.', 'Number of seats outdoors on patio.', 'Number of other seats.', and 'Total seating of the establishment.'. The 'ESTIMATED FINANCIALS' section includes a field for 'Provide the estimated percentage of food sales as compared to gross sales.'. At the bottom of the form, there are two buttons: 'Save and resume later' and 'Continue Application >'. Red arrows point from callout boxes to these buttons.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 3: Additional Information > Additional Information

* Indicates a required field.

Application Information

RESTAURANT INFO

* Deed/Lease Expiration Date:

* Please acknowledge the establishment is open at least 3 days a week.:

* Please acknowledge the serving of meals is the principal business conducted each day the establishment is open unless otherwise exempted by regulating laws and rules.:

* Please acknowledge the establishment does not have sleeping accommodations.:

* Please acknowledge the establishment has employees to prepare, cook and serve suitable foods for its patrons.:

* Please acknowledge the establishment has an adequate and sanitary kitchen, with sufficient dining room equipment, and with seating capacity of at least 40 people unless otherwise exempted by regulating laws and rules.:

* Please acknowledge that the establishment has had the Health Inspection completed.:

SEATING INFO

Number of seats at bar.:

Number of seats indoors at tables.:

Number of seats outdoors on patio.:

Number of other seats.:

Total seating of the establishment.:

ESTIMATED FINANCIALS

Provide the estimated percentage of food sales as compared to gross sales.:

Save and resume later Continue Application >

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Complete the form.

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. At the top, there are links for 'Home' and 'Licenses'. Below that, there are options to 'Create an Application' or 'Search Existing'. The main heading is 'Restaurant Application', followed by a progress bar with seven steps: 1. License Information (green), 2. Contacts and Addresses (green), 3. Additional Information (yellow, currently active), 4. Documents (grey), 5. Review (grey), 6. (grey), and 7. (grey). The current step is 'Step 3: Additional Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field. The form content includes two sections: 'INFUSIONS' with the question '* Does the business intend at any point during the next license year to produce, store, sell or offer for sale infusions as term is defined in the regulaing laws and rules?:' and radio buttons for 'Yes' and 'No'; and 'NO TRANSFER' with the question '* Is this business purchasing or leasing another business which previously or currently held a liquor license?:' and radio buttons for 'Yes' and 'No'. At the bottom, there are two buttons: 'Save and resume later' (orange) and 'Continue Application >' (dark blue).

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Complete the form.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 3: Additional Information > Hours and Managers * indicates a required field.

Application Information

HOURS OF OPERATION

Showing 0-0 of 0

Day	From	To	Comment
No records found.			

< >

Add a Row Edit Selected Delete Selected

MANAGER INFO

Showing 0-0 of 0

Last Name	First Name	Date of Birth
No records found.		

< >

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Click the “Add” button to attach all required documents

Attachment

Upload all required documents and properly select a description of what each document is.

The maximum file size allowed is 25 MB.

Required Documents: Deed/Lease to Applicant Entity, Business Plan/Food Affidavit, Food Menu, Alcohol Dealer Registration Form 5630.5d, Certificate of Registration Sales and Use Tax, Price Schedule for Sale of Alcoholic Beverages, City/County Business License, Certificate of Occupancy (issued by local jurisdiction), Government-Issued Photo Identification.

Action	Name	Type	Size	Latest Update
No records found.				

[Select from Account](#) [Add](#)

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Review your application information:
 - Edit your entries as needed
 - Check that the correct required documents are uploaded
 - Complete the Acknowledgement and Continue

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: License Renewal

- Application completed


Home **Licenses**

Create an Application Search Existing

Restaurant Application

1	2	3 Additional Information	4 Documents	5 Review	6 Pay Fees	7 Record Issuance
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Step 7: Record Issuance

 Your record has been successfully submitted.
Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 18A-NLBD-RST-000012. New Record ID

You will need this number to check the status of your record.

You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)





Thank You