# Regulatory Licensing and Permitting System (RLPS)
# Citizen Portal

Tennessee Alcoholic Beverage Commission

# RLPS Citizen Portal: Presentation Content

- Citizen Access Change Request
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Types of Change Requests
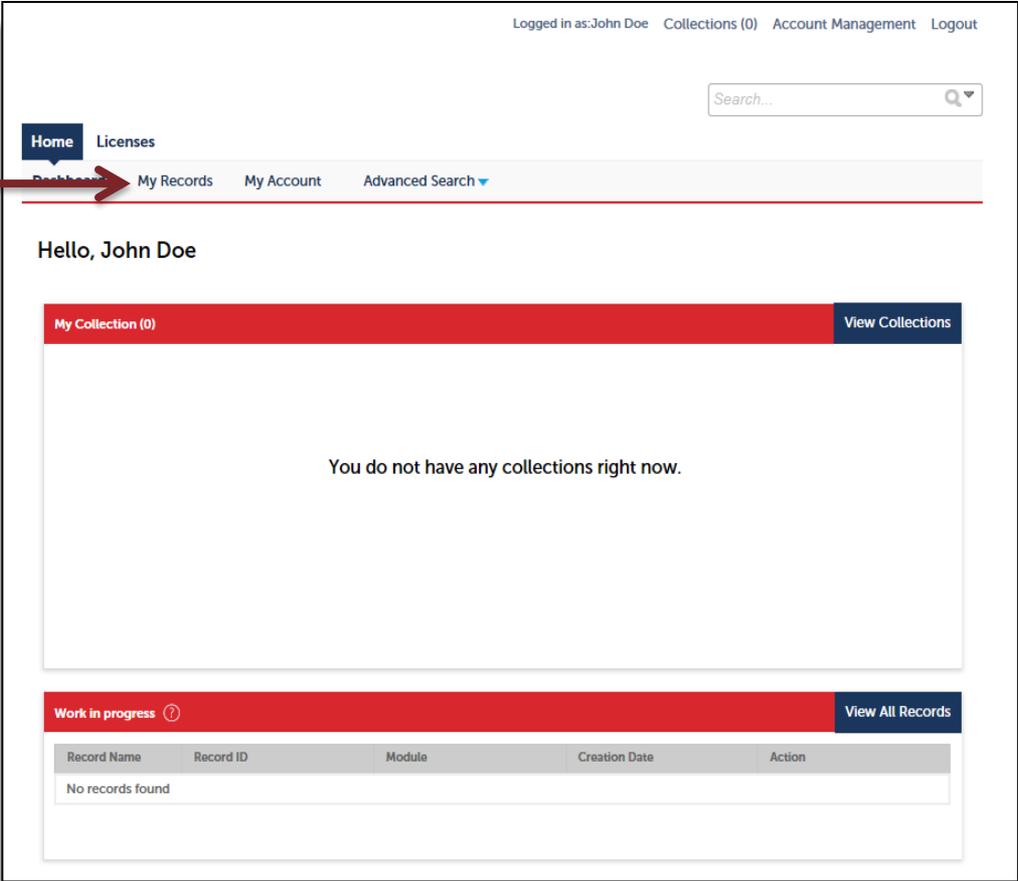  - Complete a Change Request Application

# RLPS Citizen Portal: Types of Change Request

- Doing Business As (DBA)
- Owner
- Shareholder
- Manager
- Site Modification (used in following slides)
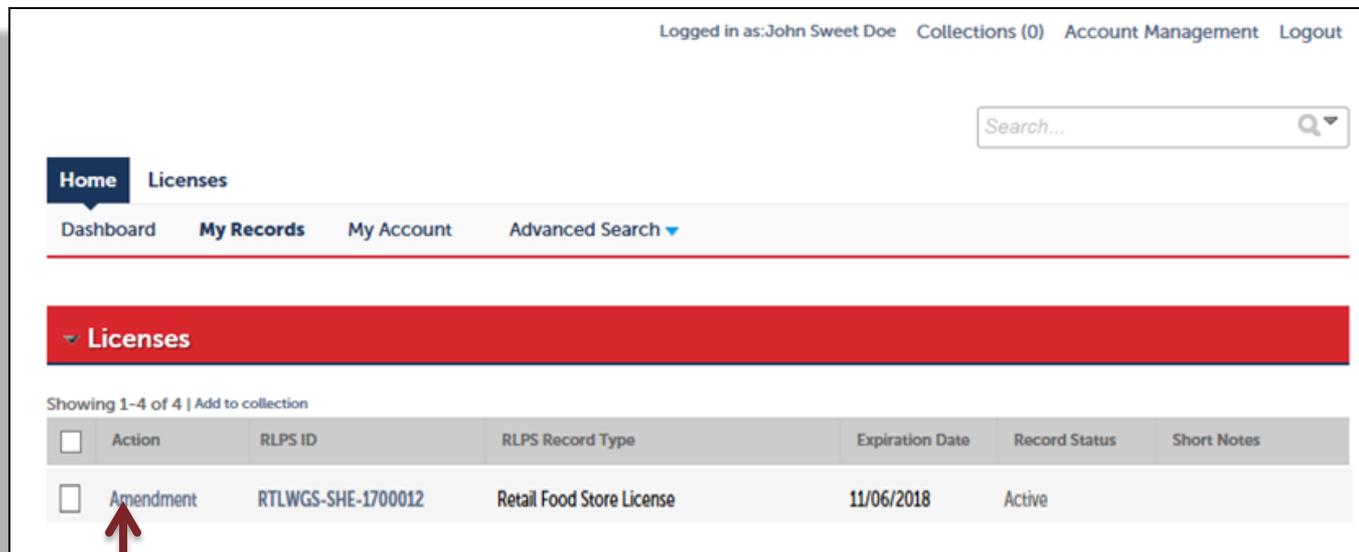
# RLPS Citizen Portal: Change Request

- Click the "My Records" tab

# RLPS Citizen Portal: Change Request

- Click on the word "Amendment" in the license record line



Click this

# RLPS Citizen Portal: Change Request

- Select the Change Request and continue



Click to continue

# RLPS Citizen Portal: Change Request

- Depending on your change request option, complete the form



**Click to save and exit application**

**Click to continue**

# RLPS Citizen Portal: Change Request

- **Review your application information**
  - Edit your entry as needed
  - Check that the correct required documents are uploaded
  - Acknowledge your entry

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.
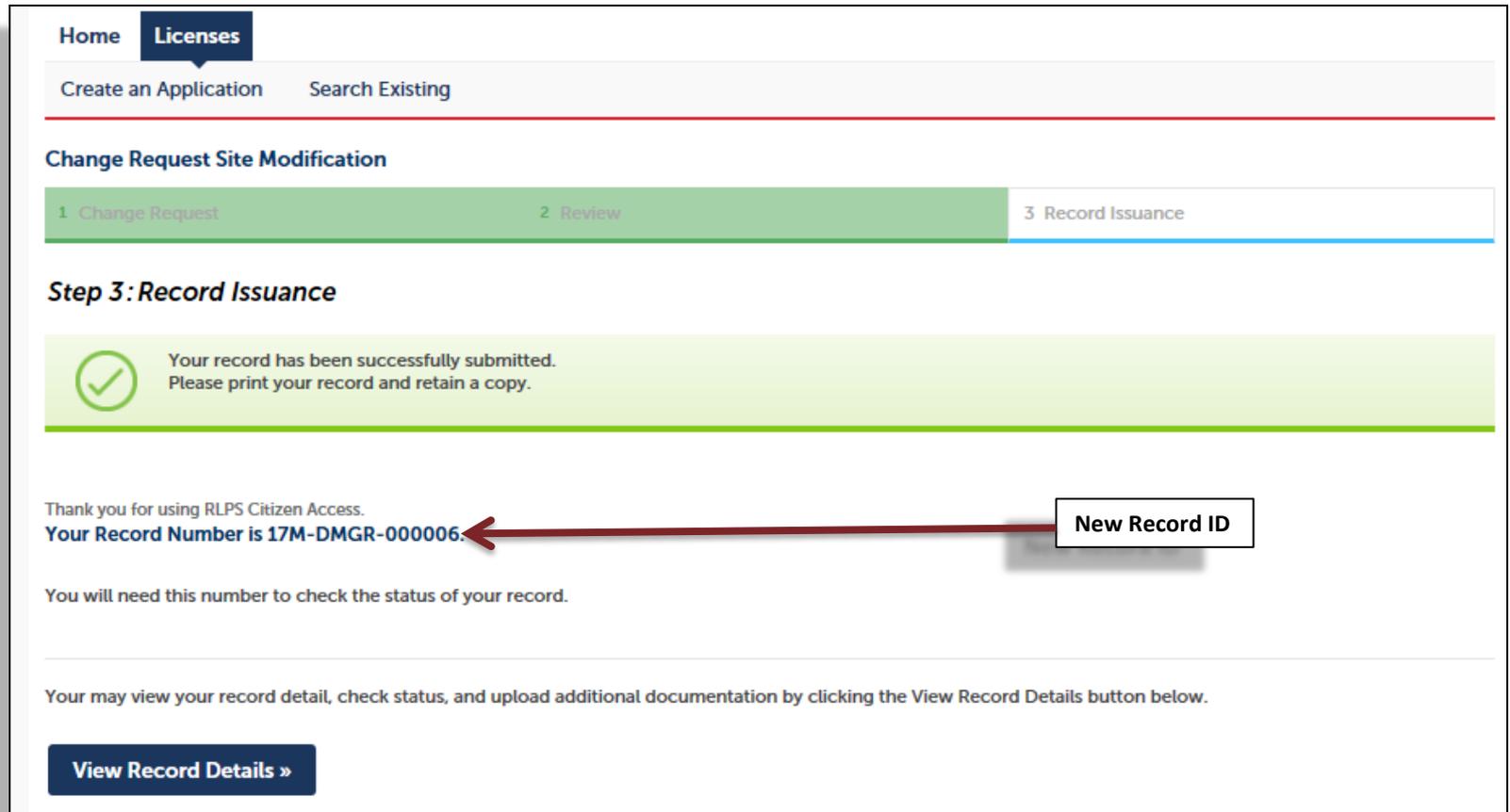
Date:

**Save and resume later**

**Continue Application »**

Click to save and exit application

Click to continue

Tennessee State Government

# RLPS Citizen Portal: Change Request

Application completed

Thank You