Regulatory Licensing and Permitting System (RLPS)
Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Portal Server Permit Application
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Types of Permits
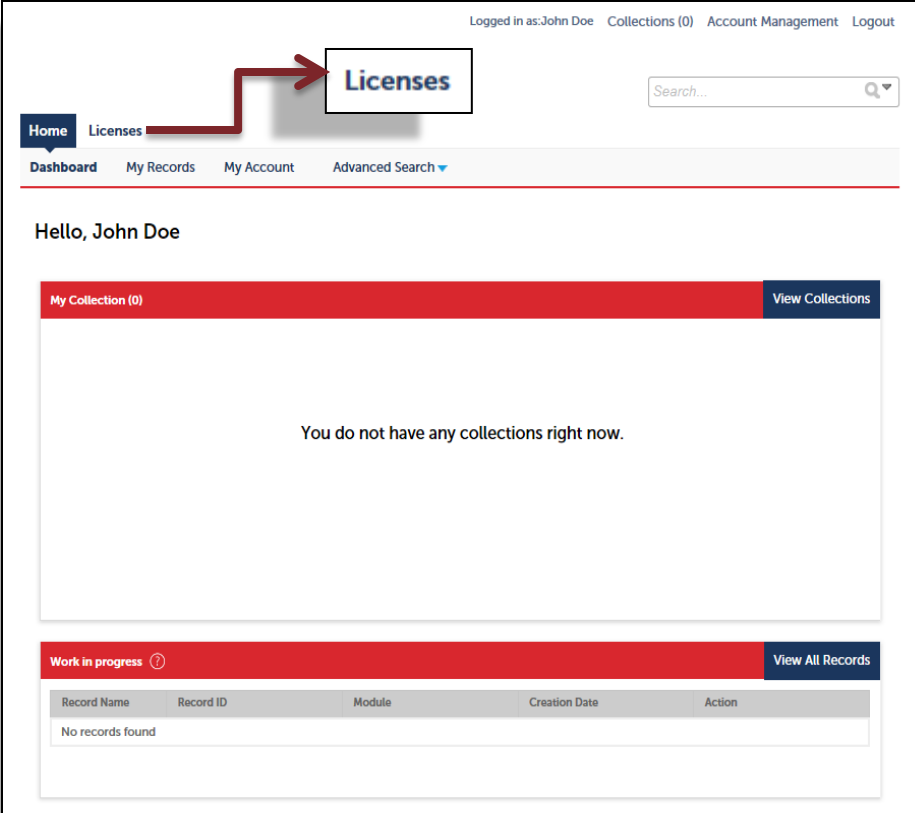 - Complete a Server permit application

RLPS Citizen Portal: Types of Permit

- Armed Forces Import
- Delivery service Employee
- Designated/Certified Manager
- ➢ **Server Permit**
- Supplier Representative
- Wholesale Employee
- Wholesale Representative

RLPS Citizen Portal: Server Permit

- Click the "Licenses" tab

RLPS Citizen Portal: Server Permit

- Read the TN Privacy Statement

RLPS Citizen Portal: Server Permit

- Use the arrow to select "Server Permit Application"

RLPS Citizen Portal: Server Permit

- Click the "Select from Account" to use your exiting contact information or click add new to enter new contact information

RLPS Citizen Portal: Server Permit

- Complete the form

RLPS Citizen Portal: Server Permit

- Click the "Add" button to attach all required documents

Attachment

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Applicants Claiming United States Citizenship MUST provide a copy of two (2) or more of the following:

1. 1. Tennessee Driver's License, or photo ID issued by Department of Homeland Security.
2. 2. A valid driver license or ID issued by another state provided its issuance requirements meet Department of Homeland Security criteria.
3. 3. An official birth certificate issued by a U.S. state, territory, or other jurisdiction. Puerto Rican birth certificates issued before July 1, 2010 do not count.
4. 4. A federally issued birth certificate.
5. 5. A valid, unexpired U.S. passport.
6. 6. A report of birth abroad of a U.S. citizen.
7. 7. A certificate of citizenship.
8. 8. A certificate of naturalization.
9. 9. A U.S. citizen ID card.
10. 10. Any successor document to #'s 4-9 above.
11. 11. SSN that the entity may verify with the Social Security Administration in accordance with Federal Law.

Applicants claiming qualified alien status must submit two (2) or more copies of the following forms, one of which MUST be a U.S. government issued photo ID, as determined by U.S. Homeland Security to be acceptable for verification through the SAVE program. Common types of documents used to verify immigration status are:

- I-551 (Permanent Resident Card or "Green Card")
- I-766 (Employment Authorization Card)
- I-327 (Reentry Permit)
- I-571 (Refugee Travel Document)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- I-20 (Certificate of Eligibility for Nonimmigrant F91) student status-"student visa")
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport

Unacceptable forms of Identification:

- Drivers License
- Social Security Cards
- Consulate Cards

The maximum file size allowed is 25 MB.
Required Documents: 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: Server Permit

- **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: Server Permit

- Click the "Continue Application" button to pay the application fee

Click to continue

RLPS Citizen Portal: Server Permit

- Application completed

Thank You