



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



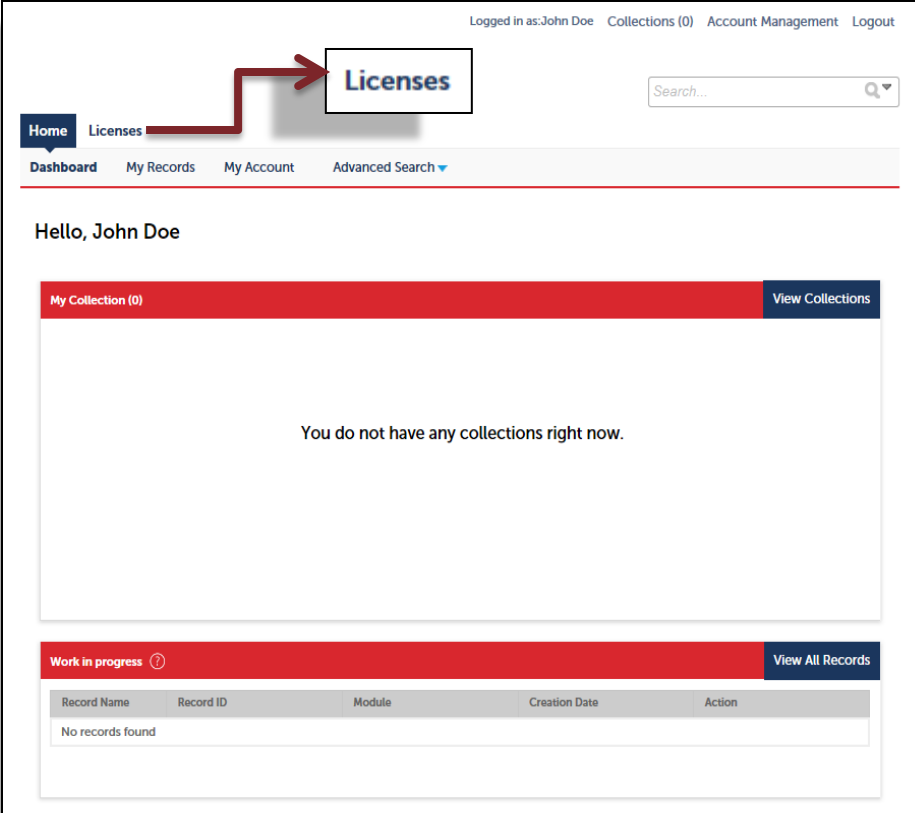
RLPS Citizen Portal: Types of Permit

- 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



The screenshot displays the RLPS Citizen Portal interface. At the top right, it shows the user is logged in as John Doe, with links for Collections (0), Account Management, and Logout. A search bar is located in the top right corner. The main navigation bar includes tabs for Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the Licenses tab. Below the navigation bar, the user is greeted with "Hello, John Doe". There are two main sections: "My Collection (0)" with a "View Collections" button, and "Work in progress" with a "View All Records" button. The "Work in progress" section contains a table with columns for Record Name, Record ID, Module, Creation Date, and Action, and a message stating "No records found".

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

Search...

Home Licenses Dashboard My Records My Account Advanced Search

Hello, John Doe

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

RLPS Citizen Portal: Server Permit

- 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: Server Permit

- Use the arrow to select “Server Permit Application”

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. At the top, there are navigation tabs for 'Home' and 'Licenses'. Below the tabs, there are two buttons: 'Create an Application' and 'Search Existing'. A red horizontal line separates this header from the main content area. The main content area is titled 'Select a Record Type' and includes a sub-instruction: 'Choose one of the following available record types. For assistance please visit our website by clicking here.' Below this instruction is a search input field with a dropdown arrow and a 'Search' button. The record types are listed in a tree view: 'Education', 'Informational', 'Liquor By The Drink', 'Permits', 'Retail', 'Supplier', 'Wholesale', and 'Enforcement'. Under the 'Permits' category, several options are listed with radio buttons: 'Armed Forces Import Permit Application', 'Delivery Service Employee Permit Application', 'Designated Manager Permit Application', 'Server Permit Application' (which is selected), 'Supplier Representative Permit Application', 'Wholesale Employee Permit Application', and 'Wholesale Representative Permit Application'. At the bottom of the page, there is a 'Continue Application »' button.



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

The screenshot shows the 'Server Permit Application' interface. At the top, there are navigation tabs for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. Below this is a progress bar with seven steps: 1. Permits and Licenses (green), 2. Contact (yellow, currently active), 3. Application Information, 4. Documents, 5. Review, 6, and 7. The main heading is 'Step 2: Contact > Contact'. A note states '* indicates a required field.' Below this is a 'Contact List' section with instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' A table shows 'Required Contact Type' as 'Permittee' and 'Minimum' as '1'. There are two buttons: 'Select from Account' and 'Add New'. Below the buttons, it says 'Showing 0-0 of 0' and a table with columns: Action, Full Name, Legal Business Name, and Contact Type. The table content is 'No records found.' At the bottom, there are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (dark blue).

Home Licenses

Create an Application Search Existing

Server Permit Application

1 Permits and Licenses 2 Contact 3 Application Information 4 Documents 5 Review 6 7

Step 2: Contact > Contact

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Permittee	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: Server Permit

- Complete the form

The screenshot shows the 'Server Permit Application' process in the RLPS Citizen Portal. The navigation bar includes 'Home' and 'Licenses'. Below it are links for 'Create an Application' and 'Search Existing'. The application progress is shown as a series of steps: 1. Permits and Licenses, 2. Contact, 3. Application Information (highlighted in yellow), 4. Documents, 5. Review, 6, and 7. The current step is 'Step 3: Application Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field. The form contains the following sections and fields:

- Application Information**
- COUNTY**
 - * County of residence: (help icon) --Select--
- SERVER INFO**
 - * Have you taken an approved server training class in another state within the last 12 months?: Yes No
 - * Have you served alcoholic beverages, wine, beer, or other malt beverages at a TABC licensed establishment in the last sixty-one (61) days?: Yes No
 - * Please acknowledge you do not have any direct or indirect interest in any Tennessee licensed wholesaler, retailer, winery or manufacturer.:
 - * Have you ever had a server permit denied or revoked?: Yes No
 - * Please acknowledge you understand the sale or service of any alcoholic beverage to a minor could subject you to administrative or criminal sanctions.:
 - * Please acknowledge you understand the sale or service of alcohol to a visibly intoxicated person can result in disciplinary actions being taken against your permit.:

At the bottom of the form, there are two buttons: 'Save and resume later' (yellow) and 'Continue Application >' (dark blue). Red arrows point from external text boxes to these buttons.

Click to save and exit application

Click to continue



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. Tennessee Driver's License, or photo ID issued by Department of Homeland Security.
2. A valid driver license or ID issued by another state provided its issuance requirements meet Department of Homeland Security criteria.
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. A federally issued birth certificate.
5. A valid, unexpired U.S. passport.
6. A report of birth abroad of a U.S. citizen.
7. A certificate of citizenship.
8. A certificate of naturalization.
9. A U.S. citizen ID card.
10. Any successor document to #'s 4-9 above.
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



RLPS Citizen Portal: Server Permit

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

Home Licenses

Create an Application Search Existing

Server Permit Application

1 2 3 Application Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
Permit Fee - Server	1	\$20.00

TOTAL FEES
Note: \$20.00

[Continue Application »](#)

Click to continue



RLPS Citizen Portal: Server Permit

- Application completed

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

Search...

Home Licenses

Create an Application Search Existing

Server Permit Application

1 2 3 Application Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

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 17A-CPER-SER-000002.

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

[Print/View Receipt](#)

[View Record Details »](#)

New Record ID

Print payment receipt





Thank You