Regulatory Licensing and Permitting System (RLPS)
Citizen Portal

Tennessee Alcoholic Beverage Commission

RLPS Citizen Portal: Presentation Content

- Citizen Access Retail Package Store Application
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Types of Retail
  - Complete a Retail Package Store application
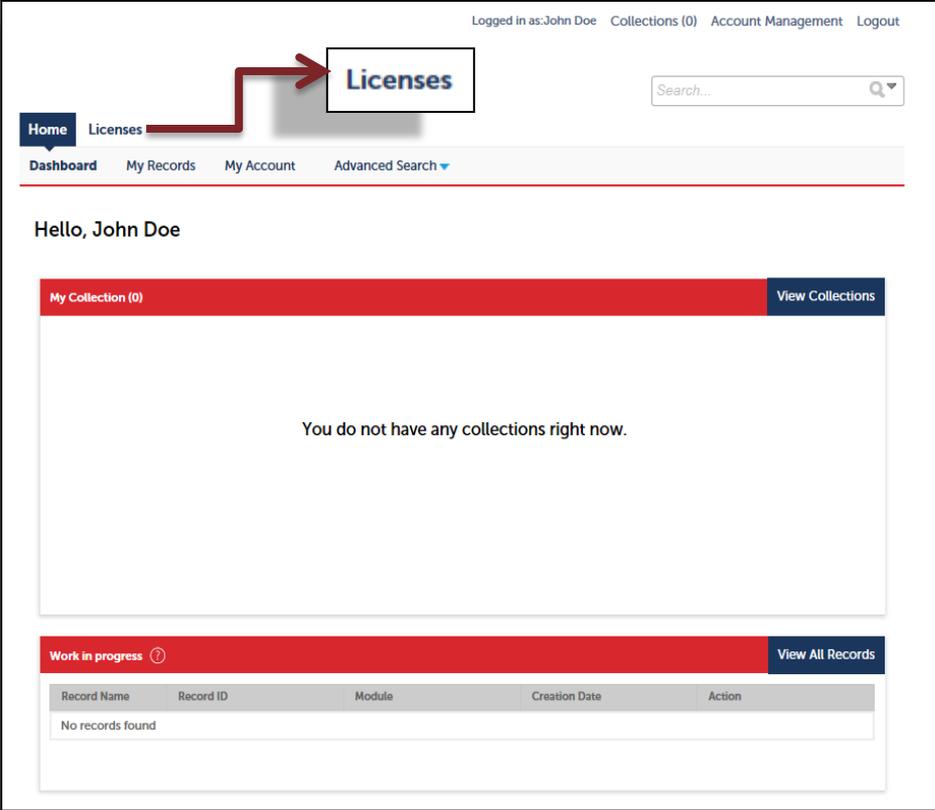   - Assumes user is logged into their RLPS account

RLPS Citizen Portal: Types of Retail

- Delivery Service
- Direct shipper
- ➢ **Retail Package Store**
- Satellite Facility
- Wine in Grocery Stores
- Retail Special Legislation

Tennessee
State Government

RLPS Citizen Portal: Retail Package Store

- Click the "Licenses" tab

RLPS Citizen Portal: Retail Package Store

- Read the TN Privacy Statement

RLPS Citizen Portal: Retail Package Store

- Use the arrow to select "Retail Package Store Application"

RLPS Citizen Portal: Retail Package Store

- Click the "Add a Row" button to enter any existing license information that you currently have with TABC.

Click to save and exit application

Click to continue

RLPS Citizen Portal: Retail Package Store

- Complete the form

Click to save and exit application

Click to continue

RLPS Citizen Portal: Retail Package Store

- Complete the form

RLPS Citizen Portal: Retail Package Store

- Complete the form

Home | **Licenses**

Create an Application   Search Existing

Retail Package Store License 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:
[Sole Proprietorship ▼]

* 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

Click to save and exit application

Save and resume later

Click to continue

Continue Application »

Tennessee State Government

RLPS Citizen Portal: Retail Package Store

- Complete the form
  - Enter all required contact information

Home | **Licenses**

Create an Application   Search Existing

Retail Package Store License Application

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

Step 2: Contacts and Addresses > Contacts

*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.			

Click to save and exit application

Save and resume later

Click to continue

Continue Application »

Tennessee State Government

RLPS Citizen Portal: Retail Package Store

- **Complete the form**
  - Enter a Master Company RLPS ID (if applicable i.e WIGS)

RLPS Citizen Portal: Retail Package Store

- Complete the form
- – Add the store <u>certified</u> designated manager's information
- – Add the store clerk's information

Application Information

DESIGNATED MANAGER LIST

To add new Designated Managers to the list, select the 'Add Addtl Managers' button To Remove Designated Managers from the list, select the Manager to be removed and change the status from 'Active' to 'Inactive'

Showing 0-0 of 0

Designated Manager RLPS ID	First Name	Middle Name	Last Name	Date Hired	Last Training Date	Change Status
No records found.						

Add Addtl Managers ▼   **Edit Selected**

CERTIFIED CLERK LIST

To add new Clerks to the list, select the 'Add Addtl Clerks' button To Remove Clerks from the list, select the Clerk to be removed and change the status from 'Active' to 'Inactive'

Showing 0-0 of 0

First Name	Middle Name	Last Name	Change Status
No records found.			

Add Addtl Clerks ▼   **Edit Selected**

Save and resume later   **Continue Application »**

Click to save and exit application

Click to continue

Tennessee State Government

RLPS Citizen Portal: Retail Package Store

- 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: Retail Liquor License Notice with sworn affidavit from newspaper as to publication, Retail Personal Financial Statement (each owner), Credit Check (each owner), Deed/Lease to Applicant Entity, Past Tax Returns (two years), Bank Statements (past 3 months), Alcohol Dealer Registration Form 5630.5d, Certificate of Registration Sales and Use Tax, Certificate of Occupancy (issued by local jurisdiction), City/County Business License, Certificate of Compliance (each owner), Government-Issued Photo Identification, Additional Application Questions Form.

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

Tennessee State Government

RLPS Citizen Portal: Retail Package Store

- **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: Retail Package Store

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

RLPS Citizen Portal: Retail Package Store

- Application completed

Thank You