



## IMPORTANT LICENSE RENEWAL INFORMATION



**If you have had a Change of Ownership, STOP HERE!** Alcohol Beverage Licenses are not transferable and any change of ownership, not authorized by the City's Code of Ordinance automatically cancels the last alcohol license issued to a business. Please contact the City of Tucker Licensing at [licenses@tuckerga.gov](mailto:licenses@tuckerga.gov) before November 13, 2023, to obtain a new Alcohol Beverage License Application.

This letter serves as official notification that alcohol license renewals for 2024 are now due. Please find attached a copy of your renewal. One may also be obtained online by visiting our website at [www.tuckerga.gov](http://www.tuckerga.gov). To locate the renewal form, click on Business & Alcohol Licenses, and select Renew Alcohol License. If there were no ownership or licensee changes, please print the form and complete it in its entirety. **The licensee on record with our office must sign and notarize the renewal application and affidavits. In addition, all required parties will have to complete an annual background check.** The completed renewal form along with payment can be mailed or dropped off to 1975 Lakeside Pkwy, Ste 350, Tucker, GA 30084.

***Note: Incomplete applications will not be processed until all information and documents are received. This will delay the processing of your 2024 Alcohol Renewal Application.***

Please note that you **must** have an active 2023 Occupational Tax Certificate in order for us to **completely** process your application and the issuance of your 2024 Alcohol License.

All renewal applications, along with all required documentation, **must be** received by our office or postmarked by the Postal Service, **no later than November 30, 2023**. Any application received after November 30, 2023, **will be** assessed a twenty percent (20%) late payment penalty.

**No renewal applications** will be accepted by our office after December 31, 2023. Failure to renew by this date will require a New Alcohol License Application to be submitted as if no previous alcohol license had been issued. Selling of alcoholic beverages on an expired license, or without a license, subjects the licensee and business to denial of a new or renewal license and to potential fines for violation of the Code of Ordinances of The City of Tucker.

**Reminder...** Georgia Law requires that a State License must be obtained/renewed before any alcoholic beverage can be served or sold in the City of Tucker. You may contact the Alcohol and Tobacco Division of the Georgia Department of Revenue at [Georgia Tax Center](http://Georgia Tax Center).

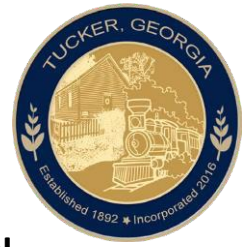
If you have any questions concerning alcohol license renewals, please contact our licensing staff at 678-597-9040, or by email at [licenses@tuckerga.gov](mailto:licenses@tuckerga.gov).

Sincerely,

City of Tucker - Department of Finance

# City of Tucker

1975 Lakeside Pkwy Ste. 350  
Tucker, GA 30084  
Phone: 678-597-9040  
Website: [www.tuckerga.gov](http://www.tuckerga.gov)



## 2024 ALCOHOL LICENSE RENEWAL APPLICATION

**Due November 30, 2023**

### Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Account:** \_\_\_\_\_

### Alcohol License Renewal Checklist

**Note:** Change in Ownership and Renewals received after January 1<sup>st</sup> must submit new alcohol application

- Completed Renewal Application
- Systematic Alien Verification for Entitlements Program (included in package)
- 2024 State of Georgia Alcoholic Beverage License [Georgia Tax Center](#)
- State or Federal Issued Photo ID
- Permanent Resident or Employment Authorization Card (if applicable)
- Annual Background Check (\*Required of all Owners, Licensee, Manager and Residential Agent) Fees collected by DeKalb County
- Payment in full

### Type of Business:

- Bona Fide Eating Establishment
- Convenience Store
- Hotel/Motel
- Brewery
- Manufacturer / Distillery
- Super Market
- Caterer
- Other: \_\_\_\_\_

### Type of License:

- Consumption on Premise
- Retail/Package
- Wholesaler/Importer
- Other: \_\_\_\_\_

### License Fee Schedule: (Check the type of Alcohol License and add total amount due)

<input checked="" type="checkbox"/> Alcohol Administrative Fee	\$50.00	<input type="checkbox"/> Wholesaler/Importer - Beer	\$600.00
<input type="checkbox"/> Beer Only	\$600.00	<input type="checkbox"/> Wholesaler/Importer - Wine	\$600.00
<input type="checkbox"/> Wine Only	\$600.00	<input type="checkbox"/> Wholesaler/Importer – Liquor	\$4000.00
<input type="checkbox"/> Beer & Wine Combination	\$900.00	<input type="checkbox"/> Fraternal Org – Beer and/or Wine	\$500.00
<input type="checkbox"/> Liquor	\$4000.00	<input type="checkbox"/> Fraternal Org – Liquor	\$1000.00
<input type="checkbox"/> Alcohol Manufacturer	\$100.00	<input type="checkbox"/> Caterer: B-W-D/ BW Combo	\$500.00
<input type="checkbox"/> Additional Fixed Bar(s) # _____ X	\$600.00	<input type="checkbox"/> Caterer: BWD	\$750.00
<input type="checkbox"/> Additional Movable Bar(s) # _____ X	\$300.00	<input type="checkbox"/> Sunday Sales – Wine	\$250.00
<input type="checkbox"/> Sunday Sales – Malt Beverage/Beer	\$250.00	<input type="checkbox"/> Sunday Sales – Retail Package	\$1100.00
<input type="checkbox"/> Sunday Sales – Consumption on Premises Only	\$1100.00		

Fees Due \$ \_\_\_\_\_

**Penalty (20% x Fees Due Amount) \$** \_\_\_\_\_

*\*Renewals Postmarked after **November 30** shall include a twenty percent (20%) penalty\**

Make all checks and money orders payable to: **City of Tucker**

**Total Amount Due: \$** \_\_\_\_\_

The signed and notarized renewal application and payment MUST be postmarked by November 30, 2023, to avoid a penalty of 20%. Incomplete renewals will not be processed. **NO renewals will be accepted after December 31, 2023.**

Business Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

Has ownership changed?  Yes  No *If yes, \*\* NEW APPLICATION PROCESS MUST BE COMPLETED \*\**

Has the mailing address changed?  Yes  No Number of Employees: \_\_\_\_\_

If yes, enter new mailing address here: \_\_\_\_\_

**Type of Ownership:**  Single Owner  Corporation/LLC  Partnership  Private Club

If a corporation: Corporate Name: \_\_\_\_\_ State where Inc: \_\_\_\_\_ Date Inc: \_\_\_\_\_

**Name of Corporate Officers or Partners:**

Name	Address	Ownership%	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Registered Agent Full Name: \_\_\_\_\_

Full Home Address: \_\_\_\_\_

**Owner/Licensee/Manager Information:**

Licensee Type:  Corporation  Owner/Partner  Manager

Are you a United States Citizen or legal permanent resident 18 years or older?  Yes  No

Licensee Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Licensee Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_

Will you have entertainment?  Yes  No If yes, fully explain:

**Arrest Record:** Has the licensee, registered agent, partner, or any other person having financial interest in this business been arrested, indicted, or convicted for an offense by any City, County, State, Federal Officer or any Government Authority within the last ten (10) years?  Yes  NO If yes, please give full details on a separate sheet.

I, \_\_\_\_\_, (the applicant and licensee) do solemnly swear subject to criminal penalties that the statement and answers made by me to the foregoing questions in this renewal application are true and correct and no false or fraudulent information, statements or answers are made to procure granting of the City Privilege License. I give authorization to the City of Tucker to run a background check as part of this renewal process.

\_\_\_\_\_  
**Applicant/Licensee Signature** \_\_\_\_\_  
**Date**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature

My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NOTARY SEAL

Staff use only		Background Check <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Date Received:	Received by:	Prior Yr. Alco. Lic. #:	
OTC Number:	City Alco. Lic. #:	Date Issued:	
State Alcohol Lic. Number:	<input type="checkbox"/> COP <input type="checkbox"/> Retail/Package <input type="checkbox"/> Wholesale <input type="checkbox"/> Other _____		



# City of Tucker

1975 Lakeside Pkwy, Ste 350  
Tucker, GA 30084  
678-597-9040  
www.tuckerga.gov  
licenses@tuckerga.gov

## Systematic Alien Verification for Entitlements Program

### (SAVE) Affidavit Verifying Lawful Presence within the United States

#### SECTION 1

I, (print name) \_\_\_\_\_, swear or affirm under penalty of perjury that (check one):

- I am a United States citizen **(State of Federal Issued Photo ID)**
- I am a legal permanent resident of the United States **(Permanent Resident or Authorization Card)**
- I am a qualified alien or nonimmigrant under the Federal Immigration and Nationality Act 18 years of age or older lawfully present in the United States.

I am applying for the following public benefit (check one):

Alcoholic Beverage License for \_\_\_\_\_  
Print Business Name

Alcohol Employee Pouring Permit

Occupational Tax Certificate

Door-to-Door Salesmen/Solicitors Permit

Other: \_\_\_\_\_

Public Benefit

Name of Business (if applicable)

X

SIGNATURE OF APPLICANT

*\*Must be signed in the presents of a Notary*

ALIEN REGISTRATION NUMBER

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that the state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

**\*10 employees or less - Proceed to Section 3 for Notary.**

## E-Verify (PRIVATE EMPLOYER AFFIDAVIT)

#### SECTION 2

The Georgia Department of Law is a registered participant in the federal work authorization program commonly known as E-Verify, and uses such program to verify employment eligibility of all employees hired on or after July 1, 2007

**EMPLOYER DOES NOT EMPLOY MORE THAN TEN EMPLOYEES – Proceed to notary section.**

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation **employs more than ten employees** and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
FEDERAL WORK AUTHORIZATION USER IDENTIFICATION NUMBER

\_\_\_\_\_  
NAME OF PRIVATE EMPLOYER

\_\_\_\_\_  
DATE OF AUTHORIZATION

For more information on E-Verify: <https://www.e-verify.gov> or <https://law.georgia.gov/e-verify>

ALL APPLICANTS MUST SIGN BELOW, NOTARIZE, AND THEN RETURN THIS AFFIDAVIT WITH APPLICATION/PAYMENT TO OBTAIN YOUR BUSINESS TAX CERTIFICATE.

In making the above representation under oath, I understand that any person who knowingly and willfully making a false, fictitious, or fraudulent statement of representation in this affidavit shall be guilty of a violation of Code Section §16-10-20 of the Official Code of Georgia and face criminal penalties by such statute.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Print Name and Title of authorized Officer or Agent

X

\_\_\_\_\_  
Signature of Authorized Officer or Agent *\*Must be signed in the presents of a Notary*

#### SECTION 3

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NOTARY SEAL**



**BUSINESS LICENSE DIVISION**  
 1975 Lakeside Pkwy., Ste. 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Email: licenses@tuckerga.gov

## RESIDENTIAL AGENT CONSENT FORM

All licensed establishments must have and continuously maintain a "Residential Agent" upon whom any process, notice or demand required or permitted by law or under the City of Tucker's Alcoholic Beverage Ordinance to be served upon the licensee or owner may be served. **This person must be a City of Tucker or DeKalb County, GA resident and agree to act in this capacity for your business.**

Full Name (No Initials): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ (Proof of Residence Required)

Length of Time at Residence: \_\_\_\_\_ Phone #s: \_\_\_\_\_ / \_\_\_\_\_

GA Driver's License # \_\_\_\_\_ (Copy of License Required) SSN # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex:  M  F

Race: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Color Eyes: \_\_\_\_\_

I hereby certify that I am a resident of Tucker, GA or DeKalb County, GA, and agree to serve as "Residential Agent" on behalf of \_\_\_\_\_ (business name), a business located at \_\_\_\_\_, Tucker, GA.

As Residential Agent, I, \_\_\_\_\_, do hereby consent to serve as the Residential Agent for the licensee, owners, officers, and/or directors and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Tucker.

I understand the basic purpose is to have and continuously maintain in the City of Tucker or Dekalb County a Residential Agent upon which any process, notice, or demand required or permitted by law or under said Ordinance to be served upon the licensee or owner may be served. I understand that such service upon me will serve as legal notice upon the licensee or owner and that my responsibility to forward such service to the owner or licensee.

\_\_\_\_\_  
 Signature of Residential Agent

\_\_\_\_\_  
 Date

SWORN TO AND SUBSCRIBED BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_ (SEAL)

**NOTE:** Attach a copy of driver's license and proof of residency. (ex: phone or utility bill that reflects the current address listed by agent)

**Sign and return** the Background Investigation Consent Form, the Non-Criminal Justice Privacy Rights and the Privacy Act Statement documents.





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www.tuckerga.gov

## NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct an FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, connecting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to connect or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3- 35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the [GBI website](http://gbi.georgia.gov/obtaining-criminal-history-record-information) (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia.

Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

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Applicant's Signature

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Date



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## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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Applicant's Signature

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Date