



Lynnette T. Riley  
Commissioner

State of Georgia  
**Department of Revenue**

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Dear Valued Members of the Business Community,

The Georgia Department of Revenue (DOR) is revising State alcohol license processes to better accommodate applicants and local governments. This revision will consist of two phases. Phase 1 will go into effect March 1, 2016. There are two components to Phase 1 of this project. Phase 2 will go into effect at a later date.

**Phase 1:**

Component One consists of encouraging businesses applying for beer and/or wine licenses (Not Distilled Spirits) to file all State alcohol license applications up to 30 days in advance of the anticipated date the local alcohol license will be received. This will allow the DOR to review these applications and work with applicants to resolve any issues prior to the issuance of the local license. The State will not process the application or issue a State license until the local license has been issued. If an applicant files timely, he or she can expect to have a State alcohol license ready for pick up 2 to 3 business days after receiving the local license.

Component Two applies to all applications that include distilled spirits. This component also encourages applications be filed up to 30 days prior to the anticipated issuance of a local license. All applications that include distilled spirits will be initially reviewed to insure that all required documentation has been provided and that the application is correct and complete. Once the initial review is complete and no immediate issues are noted, and a valid local license has been received, a Temporary Permit, valid for up to 120 days, will be made available and retail sales may commence on an interim basis. During this 120 day interim period, the applicant may begin operating his or her business pending the successful completion of the background investigation conducted by the Department.<sup>1</sup> Wholesalers are authorized to deliver to applicants who have

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<sup>1</sup>From March 1 through March 16, 2016 the Retailer's Search function of the Georgia Tax Center website will show all Temporary Permits as "inactive" alcohol licenses. Temporary Permits will not be printed on security paper. Temporary Permits will only be effective for up to 120 days, cannot be renewed and may be cancelled at any time without notice or hearing. After March 16, 2016, the Retailer's Search will reflect Temporary Permits as Temporary and will provide beginning and ending dates that correspond with the 120 day limit.



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been issued a Temporary Permit. The Temporary Permit must be posted at the place of business along with the local license. Should there be any questions or concerns, please contact the Department employee designated on the Temporary Permit.

**Phase 2:**

The objective for Phase 2 is to provide a service to local governments that will streamline the state and local alcohol licensing process. The program is envisioned to integrate local alcohol licensing materials with state data systems to create a comprehensive electronic database of alcohol license holders in Georgia. A task force consisting of participants from local governments and DOR personnel will develop a program outline, work-plan, and cost estimate. The task force's recommendations will be presented to the Revenue Commissioner when complete.