A complete application must be submitted no later than the 10th of any month to be considered for that month’s commission meeting. However, applying early is highly recommended to allow for processing and investigation. Any application submitted after the 10th will be considered on the following month’s commission agenda.

1. ____ Completed Application Form: □ Signed

2. ____ A non-refundable application fee: □ $75 Initial Licensing Fee □ $125 = $200.00

3. ____ Criminal history background documents:
   - □ Electronic Fingerprints or Fingerprint card(s). Electronic fingerprinting (Live Scan) is available at DABC by appointment, at BCI, or a number of other FBI electronic fingerprint provider locations. (See instructions).
   - □ Signed ‘Informed Consent and Waiver’ form
   - □ FBI Background fees: $33.25 for each owner, corporate officer, director, or stockholder of 20% or more, managing agents, and managers responsible for directing or administration of alcohol operations.

4. ____ Ownership entity / organizational documents filed with Utah Department of Commerce
   - □ Individual / Sole Proprietor
   - □ If a Corporation, submit a copy of the Articles of Incorporation
   - □ If a Partnership, submit a copy of the written partnership agreement
   - □ If a Limited Liability Company, submit a copy of the Articles of Organization

5. ____ If applicant hold a federal importer’s permit from the Alcoholic and Tobacco Tax and Trade Bureau, submit a copy
MANUFACTURING REPRESENTATIVE APPLICATION

Licensing and Compliance
Application # _______________

$75.00 Application fee $125.00 initial licensing fee = $200.00 Total licensing fee

Ownership Information

1. Ownership Entity: ________________________________________________________________
   Entity Type:  
   - [ ] Individual  [ ] Partnership  [ ] Corporation  [ ] Limited Liability Company

2. Applicant/Owner of business: ________________________________________________________

3. Business address: ________________________________________________________________
   STREET  CITY  STATE  ZIP

4. Mailing address: ________________________________________________________________
   (IF DIFFERENT) STREET  CITY  STATE  ZIP

5. Business Phone: ___________________________ Mobile Phone: ____________________________

6. Email: ___________________________ Other Contact: ____________________________

7. List other alcoholic beverage licenses currently or previously held by applicant/entity/or principals:
   ________________________________________________________________
   ________________________________________________________________

8. Ownership / Management

List all individuals, partners, managers, officers, directors, or members. Percentage owned must = 100%. Also list employees appointed to manage or direct operations of the business. Anyone owning at least 20% of an entity and all employees/managers must submit fingerprints for a background check. All individuals listed MUST be at least 21 years or older. If not a U.S. Citizen, provide residency status in section 9. Use additional sheets if necessary. For complex corporate structures, please include an organizational chart showing ownership interests of all parent companies until all person percentages are disclosed.

<table>
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<tr>
<th>Name</th>
<th>Complete home address (include city, state, zip code)</th>
<th>POSITION HELD</th>
<th>Date of Birth Month / Day Year</th>
<th>Percent Owned</th>
<th>US Citizen Y/N</th>
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Effective Date June 2022
9. Residency status (list and attach proof of residency status for all individuals in section 8 who are not US citizens): ________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________

10. Criminal Offenses: List all criminal offenses other than minor traffic offenses of which you or any person listed that have been convicted or pending criminal charges (name, criminal offense, date of conviction – use additional sheets if necessary). ________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________

11. List the name and address of any manufacturer, supplier, or importer and the products the person will represent:

   Provide a separate list if needed.

   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________

12. The applicant agrees to maintain on file with the department a current accounts list and agrees to notify the department in writing of any changes to the accounts listed within 14 days from the date the applicant either acquired or lost the account of a particular manufacturer, supplier, or importer.

  ☐ Yes I Agree

13. List locations where these products are stored in Utah other than the Department of Alcoholic Beverage Services:

   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________
   ___________________________________________________________________________________________________

14. Does the applicant hold a federal importer’s permit from the Alcohol and Tobacco Tax and Trade Bureau?

   ☐ No   ☐ Yes*   *If yes, submit a copy.
ATTESTATION:

Read and initial each statement below:

Applicant agrees as a condition of licensing that he/she has read and will abide by the provisions of Title 32B, Utah Code, and all rules of the commission and directives of the Department of Alcoholic Beverage Services; Applicant understands that the alcohol license may be suspended or revoked, including forfeiture of the bond, if the applicant fails to adhere to applicable laws and rules, or if the applicant no longer possesses the statutory qualifications for licensure.

The applicant(s) attest(s) that they have not been convicted of any of the offenses listed below and stipulate(s) that if any disqualifying conviction is discovered, the license, permit, or package agency will immediately be surrendered.

1. Within seven years before the day on which the commission issues the package agency, license, or permit, a felony under a federal or state law.
2. Within four years before the day on which the commission issues the package agency, license, or permit, a violation of a federal or state law, or local ordinance concerning the sale, offer for sale, warehousing, manufacture, distribution, transportation, or adulteration of an alcoholic product, or a crime involving moral turpitude.
3. On two or more occasions within the five years before the day on which the package agency, license, or permit is issued, driving under the influence of alcohol, drugs, or the combined influence of alcohol and drugs.

Applicant agrees to immediately notify the department of any change in ownership entity and understands that failure to do so may result in immediate suspension of the license

Applicant agrees to immediately notify the department of any change in ownership entity and understands that failure to do so may result in immediate suspension of the license

The undersigned verifies that the premises will not be used for permitting gambling, illegal drugs, or any other violation of law or ordinance.

The undersigned hereby authorizes the department’s access to federal, state, and local sales, payroll, income, and real and personal property tax information.

The undersigned verifies that the applicant complies with all federal and state laws pertaining to payment of taxes and contributions to unemployment and insurance funds.

The undersigned applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin.

The undersigned hereby voluntarily consents that representatives of the Alcoholic Beverage Services Department, Commission, State Bureau of Investigation (Bureau of Alcoholic Beverage Law Enforcement), and any other law enforcement agencies shall be admitted immediately and permitted without hindrance or delay to inspect the entire premises and all records of the licensee.

The undersigned acknowledges that he/she has read and understands the statements herein and that the execution thereof is one voluntarily and by authorization of the applicant entity; and that any false statement made on this application or any other related document is a second-degree felony. It may also result in suspension or revocation of the license.

The undersigned hereby makes application to the Utah Alcoholic Beverage Services Commission and certifies that the information contained herein and attached hereto is true and correct.

Date ___________________________ Applicant / Owner of the business ___________________________

Title / Position ___________________________ Authorized Signature ___________________________

Effective Date June 2022
Criminal History Background Check Procedures
DABS Licensees / Applicant / Owner / Manager

AUTHORITY: Utah Code 32B-1 Part 3

Criminal history background checks are required for all owners and persons employed to act in a supervisory or managerial capacity for a package agency, licensee, or permittee.

*If the owner is a partnership, corporation, or limited liability company:* a criminal history background check is required for all partners, managing agents, managers, officers, directors, or any stockholder who holds at least 20% of the total issued and outstanding stock of the corporation, or a member who owns at least 20% of the limited liability company.

Each individual who falls under the description above shall consent to a criminal history background check and shall deliver the following documents and fees to the Department of Alcoholic Beverage Services.

New DABS license applicants must submit fingerprints either prior to submitting their application or with their application, so please plan ahead for fingerprinting services so you can meet your deadline before the 10th of the month.

Background checks for each applicable person must include:

- Fingerprints - either through a live scan service or a completed FBI fingerprint card
- A signed *Informed Consent & Waiver* form for each individual fingerprinted
- $33.25 submitted to DABS for each individual fingerprinted

**Live scan fingerprinting:** Contact any live scan provider to see if they serve the general public. *Note:* if you use a live scan provider other than DABS, you must supply them with the attached *live scan authorization form*. They may or may not charge a fee for fingerprint services, but the $33.25 background fee must be paid to DABS regardless of another provider’s service fees.

Live scan fingerprinting providers (there may be others you can use):

1. **DABS** - by appointment only
   - please call (801) 977-6800 to schedule an appointment
   - No charge for the fingerprint service, but you must pay the $33.25 background check fee.
   - Address: 1625 S. 900 W., Salt Lake City, Utah 84104

2. **The Bureau of Criminal Identification (BCI)**
   - Address: 3888 W. 5400 S., Taylorsville, Utah 84129
   - Phone: (801) 965-4445

3. **Yup Fingerprinting**
   - Multiple locations (Salt Lake City, Lehi, Logan, and St. George)
   - See their website for specific contact information: https://www.yupfingerprinting.com/

Effective Date June 2022
DABS LICENSEE & MANAGER BACKGROUND CHECK INFORMED CONSENT AND WAIVER

Print - Name of Applicant (First, Middle, Last)  Date of Birth (Month, Day, Year)

Name of Employer  Employer Address

Job Title  Phone Number of the Applicant

(The above information to be verified by valid identification document(s) prior to background check request per Section 1028 of Title 18, United States Code)

APPLICANT NOTIFICATION AND PURPOSE:

In accordance with Utah Code 32B-1-303-307, your fingerprints will be used to continuously check the criminal history records of local and national (FBI) background check databases to determine whether an applicable individual has been:

- Convicted of a felony under federal or state law;
- Convicted of a violation of federal law, state law, or local ordinance concerning the sale, manufacture, distribution, warehousing, or transportation of an alcoholic beverage;
- Convicted of a crime involving moral turpitude;
- Convicted on two or more occasions within the previous five years, driving under the influence of alcohol, a drug, or the combined influence of alcohol and a drug.

RECORD CHALLENGE:

If it is determined that a criminal history record contains a disqualifying offense, the applicable person must be notified of the reason for disqualification and given an opportunity to respond to the disqualification. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification records are set forth in Title 28, CFR, 16.34. Procedures for challenging the State of Utah records if Utah has records that the FBI does not (UCA 53-10-108) can be found on the BCI website at https://bci.utah.gov/wp-content/uploads/sites/15/2018/01/Challenge-Application-12-5-2017.pdf

WAIVER: (initial each attestation below)

- I hereby authorize the Department of Alcoholic Beverage Services (DABS) to investigate my criminal history records and acknowledge that a background check will be conducted and maintained by the State Bureau of Criminal Identification and my fingerprints continuously checked against local and national (FBI) background check databases for so long as I maintain an employment or regulatory relationship with the DABS.

- My personal information and fingerprints may be retained for ongoing monitoring and comparison against future submissions to the state, regional or federal database and latent fingerprint inquiries. DABS will establish procedures to ensure removal of my fingerprints from applicable state and federal databases when I am no longer under their purview. I will provide a list of all criminal convictions which contains a description of the crimes and the particulars of the convictions.

- I have read the attached Privacy Statement and understand my rights according to this statement.

- I agree by signing below to notify the DABS if I cease this relationship and wish my fingerprints to be removed from the notification system.

Signature  Date

Effective Date June 2022
FBI 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. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect the completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

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.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).
Utah Department of Alcohol Beverage Services

LIVE SCAN AUTHORIZATION FORM

Billable to DABS

Agency Billing Code: B1664 (DABS – WIN/FBI)
Type of Background Check Required: WIN/FBI Check: NFUF

Use this form if NOT doing fingerprinting services at DABS. Any qualified ‘Live Scan’ provider that can provide the services may do so using the DABS billing code. They may or may not charge a fee for their services. Call Ahead!

Date: ________________________________

Applicant Name: __________________________

Applicant DOB: ______________________ Applicant SSN: __________________________

DABS Authorization Signature: __________________ Angela Micklos

NOTE: THIS FORM STAYS WITH THE ‘LIVE SCAN’ PROVIDER

Regardless of any additional fees paid to the ‘Live Scan’ provider for their fingerprinting services, in accordance with Utah Code 32B-1-303-307, fees of $33.25 must be submitted to DABS for all owners and persons employed to act in a supervisory or managerial capacity for a package agency, licensee or permittee. If the owner is a partnership, corporation, or limited liability company, a criminal history background check is required for all partners, managing agents, managers, officers, directors, or any stockholder who holds at least 20% of the total issued and outstanding stock of the corporation, or a member who owns at least 20% of the limited liability company.

Effective Date June 2022