



**APPLICATION FOR TWO-YEAR RENEWAL OF  
PRIVATE CLUB EXEMPTION CERTIFICATE PERMIT (NE)**

**LICENSE/PERMIT NUMBER :** \_\_\_\_\_ **EXPIRES:** \_\_\_\_\_

**CAREFULLY READ ALL INSTRUCTIONS**

<b>1. Mailing Address:</b>          	<b>2. Trade Name:</b>          <b>3. Location Address:</b>          <b>4. Mailing Address:</b>          
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LICENSE/PERMIT NUMBER	ISSUE DATE	TWO-YEAR FEE	TWO-YEAR SURCHARGE	LATE FEE	TOTAL FEES DUE
	/ /				
BOND INFORMATION				REGISTRY NO.	

<b>5. Application is filed by:</b>
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**This does not represent the entire business entity structure on file with the Texas Alcoholic Beverage Commission. The license/permit holder is responsible for notifying TABC of any organizational changes at any level of your business structure. Failure to do so may result in the cancellation of your license/permit.**

**QUALIFICATIONS**

<b>6.</b> Is this application being made by you for the benefit of someone else? If <b>"YES,"</b> indicate below or attach explanation.  _____  _____	<b>6.</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>7.</b> Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Texas Alcoholic Beverage Code? If <b>"YES,"</b> indicate below or attach explanation.  _____  _____	<b>7.</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>8.</b> Have there been changes since your original application that have not been reported on this or previous applications? If <b>"YES,"</b> indicate below or attach explanation.  _____  _____	<b>8.</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

**9. Provide projected sales data or actual sales data for the 12 months preceding this application:**

Alcoholic Beverage Sales: \$ _____	Other Sales: \$ _____
Food Sales: \$ _____	Total Sales: \$ _____

**IMPORTANT: Sec. 28.081. SUBSTITUTION OF BRAND WITHOUT CONSENT OF CONSUMER PROHIBITED.** (a) The holder of a mixed beverage permit or a private club permit, or the agent, servant or employee of a holder of a mixed beverage permit or private club permit commits an offense if the holder, agent, servant, or employee substitutes one brand of alcoholic beverage for a brand that has been specifically requested by a consumer, unless the consumer is notified and consents to the substitution.

(b) A holder of a permit who violates Subsection (a) of this section is liable in a civil suit to a consumer for damages resulting from the substitution. The court shall award the prevailing party in an action under this section attorney's fees and costs of action.

**APPLICANT CONTACT INFORMATION**

Business Phone # _____	Alternate Phone # _____	Cell Phone # (optional) _____	E-mail (optional) _____
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**WARNING: Sec. 101.69** of the Texas Alcoholic Beverage Code is as follows: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

**ACKNOWLEDGMENT**

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

**SEAL**

**PRINT NAME  
HERE**

APPLICANT: **PRINT** NAME \_\_\_\_\_

**SIGN  
HERE ▶**

APPLICANT: **SIGN** NAME AS SHOWN ABOVE \_\_\_\_\_

**SIGN  
HERE ▶**

NOTARY PUBLIC \_\_\_\_\_

## ALL RENEWAL INSTRUCTIONS

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**RENEW online** at <https://online.tabc.texas.gov> and login to your existing account or click the "Registration" link. Payments can be made by credit card or electronic transfer (ACH). Do **not** submit application by mail if you renew online.

**RENEW by mail:** Verify information shown in 1 through 5 for accuracy.

Tradenname and mailing address changes can be made directly on this form by marking through the incorrect information and entering the current information. Any other changes will require additional forms. Contact your local TABC office or the Licensing Division at 512-206-3360.

Sign this application before a notary public. **Retain a copy of this renewal for your records.**

**STATE FEES AND SURCHARGES** are printed on the front page. Please add your fees and surcharges together for the total amount due.

**PAYMENTS:** Must be paid with a cashier's check, money order or company check payable to the Comptroller of Public Accounts. Personal checks will **not** be accepted. The postmark date will serve as proof of timely filing.

**MAIL** your renewal, bond if required, and total amount due to:

**TABC  
PO Box 13127  
Austin TX 78711-3127**

**NOTE:** Bonds may only be required for retail and manufacturer licenses/permits.

**LATE FILINGS:** If you do not file this application before your expiration date, your license/permit will expire and you must cease operations.

Your renewal may be filed within **30 calendar days** after your expiration date. A \$100 late fee will be required for **each** license/permit, in addition to all fees and surcharges.

**OTHER FEES:** Please note additional fees may be due to your city/county. It is your responsibility to contact these authorities to determine what amounts, if any, may be due and pay those fees. Failure to pay fees due to the city/county may result in administrative action against your license/permit by the commission.

*For forms and additional information visit us at: [www.tabc.texas.gov](http://www.tabc.texas.gov)*