



Join TABC in the fight against Human Trafficking

REGISTRY NUMBER

CAREFULLY READ ALL INSTRUCTIONS

Renew through AIMS. Completing your renewal on paper will take SIGNIFICANTLY LONGER than using AIMS. Completing a paper renewal WILL result in delays in the approval of your renewal. .

Type of license or permit being renewed:

- FB Food and Beverage Certificate
- LH Late Hours Certificate
- N Private Club Registration Permit
- NB Private Club Malt Beverage and Wine Permit
- NE Private Club Exemption Certificate

1. LICENSE/PERMIT NUMBER: _____	2. EXPIRATION DATE: _____
3. Trade Name: _____	
4. Location Address: _____ _____ _____	5. Mailing Address: _____ _____ _____
6. Owner of Business/Applicant (Name of Corporation, LLC, etc.): _____	

QUALIFICATIONS

7. Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

8. 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 "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

9. Have there been changes since your original application that have not been reported on this or previous applications? If "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

10. Is the applicant, a veteran-owned business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Is the applicant, a Historically Underutilized Business (HUB)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Provide projected sales data or actual sales data for the 12 months preceding this application:	
Alcoholic Beverage Sales: \$ _____	Other Sales: \$ _____
Food Sales: \$ _____	Total Sales: \$ _____
13. Do you maintain food service at this location?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. Are the hours of operation for the sale and service of food and alcoholic beverages the same?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRIMARY CONTACT PERSON

The primary contact person should be a person who can answer questions TABC may have about the application. The contact **phone and email are mandatory and must be active and updated regularly**. If additional information is needed, it will be requested from this contact person. **Delays in responding to requests may delay the processing and approval of your permit/license.**

15. Name: _____	Relation to Business: _____
Phone (mandatory): _____	Email (mandatory): _____

TABC FIELD OFFICE DATESTAMP	TABC HEADQUARTERS DATESTAMP
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PAYMENT INFORMATION FOR PRIVATE CLUB PERMITS

Private Club Registration Permit	\$2,600.00	Private Club Malt Beverage and Wine Permit	\$1,900.00	Private Club Exemption Certificate	\$0.00
Food and Beverage Certificate	\$1,100.00	Late Hours Certificate	\$1,100.00	Late Fee:	\$100.00

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.

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

IMPORTANT	If Applicant is:	Who Must Sign:
	Individual	Individual Owner
	Partnership	Partner
	Corporation	Officer
	Limited Partnership	General Partner
	Limited Liability Partnership	General Partner
	Limited Liability Company	Officer or Manager

See chart on left to determine who must sign

PRINT NAME _____

SIGNATURE _____

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.

**SIGN
HERE ▶** _____

NOTARY PUBLIC

SEAL

PUBLISHER'S AFFIDAVIT (FOR N, LH, NE & NB)

Name of newspaper		ATTACH PRINTED COPY OF THE NOTICE HERE Click here to see example of newspaper publication
City, County		
Dates notice published in daily/weekly newspaper (MM/DD/YYYY)		
<i>Publisher or designee certifies attached notice was published in newspaper stated on dates shown</i>		
Signature of publisher or designee		
Sworn to and subscribed before me on this date		
Signature of Notary Public		
SEAL		



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**
Texans Helping Businesses & Protecting Communities

RENEWAL INSTRUCTIONS

The easiest way to renew your license or permit is through the Alcohol Industry Management System (AIMS). Log in to AIMS. [link to AIMS portal] You can get started with AIMS by visiting our How to Use Aims page. Completing your renewal on paper will take **SIGNIFICANTLY LONGER** than using AIMS. Completing a paper renewal **WILL** result in delays in the approval of your renewal. Do **not** submit application by mail if you renew in AIMS.

RENEW by mail: Enter license/permit and business information in questions 1 through 6. Tradename and mailing address changes can be made directly on this form by entering the current information in the designated spaces (questions 3-5). Any other changes will require additional forms. Contact your local TABC office or the Licensing Division at 512-206-3360.

CHANGES: The license/permit holder is responsible for notifying TABC of all organizational changes at any level of the business structure. Failure to do so may result in the cancellation of your license/permit.

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

STATE FEES: Please visit [Fees](#) to determine your amount due.

PAYMENTS: Must be paid with a cashier's check, money order or company check payable to the Comptroller of Public Accounts. 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**

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. **If you fail to renew before the end of this 30-day grace period, you must apply for an original license/permit.**

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 or county may result in administrative action by the commission and/or delays in the issuance of your renewal license or permit.

For forms and additional information visit our [Forms Page](#)