How To Apply for a New (Original) License

Use this guide if you:

• Don’t have an active TABC license or permit.  
  See the How To Create an Account in AIMS guide before proceeding.

• Want to apply for a new license under an existing business entity.  
  See the How To Create an Account in AIMS and How To Claim Your Business in AIMS guides before proceeding.

• Want to apply for a new license under a new business entity but have existing entities.  
  See the How To Create an Account in AIMS and How To Claim Your Business in AIMS guides before proceeding.

Note: If you do not know the type of license or permit you need, visit the TABC License and Permit Types page before you start this process.

1. Log in to AIMS:
   • Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on any device.
   • Click Visit AIMS.
   • Click AIMS LOGIN once on the AIMS landing page.
   • Enter Username and Password. Click the Login button.
2. a) If you do not have an active license, select “I am a new applicant or representing an applicant”.

Click the Next button.

Proceed to Step 3.

b) If you want to add a license or permit to an existing business entity. Select that business entity to view the dashboard of that business entity.

Click Apply for a new license/subordinate from the entity’s dashboard.

Proceed to Step 3.
c) If you want to apply for a new license under a new business entity, click the **person icon** in the upper right corner and select **+Add Another Business**.

Select **I am a new applicant or representing an applicant**.

Click the **Next** button.

Proceed to Step 3.
3. Answer the questions as they appear. Select the license type from the dropdown list.

Click the **Next** button.

4. View the information under **Before You Begin** and **Initial Application Information**.
5. Complete the information under each button, and follow the instructions in AIMS.

**Note:** You may pause and return to the application process at any point. Each button you complete is automatically saved. Each button will be highlighted with a blue check after you complete it.

As part of the finalization process, download the Licensing Application Summary that includes Comptroller and Local Government Certification paperwork, which must be completed outside of AIMS.

Once you finalize them with the appropriate parties, upload the completed certifications into AIMS under the **Finalize Application** button.
6. When all tiles are complete, submit payment by following the instructions presented on the screen.

Check the status of your application anytime by selecting the Transactions in Review button on your business entity’s dashboard.
If TABC approves your application, click the **Manage an existing license** button to print and post your new license or permit in your business. For additional help printing your license, view the **How To Print Your License** guide on the [How To Use AIMS webpage](#).