



TABC has enhanced our license and permit application process. We encourage you to take advantage of our user-friendly online application process through the Alcohol Industry Management System (AIMS). If you are unable to submit your application via AIMS, you may complete the paper application below.

If you submit a paper application, it will take SIGNIFICANTLY LONGER to obtain your license or permit.

Complete this form to apply for an original license or permit, or to make certain changes to an existing license or permit. Ultimate responsibility for the privilege of holding such license or permit rests on the applicant or license/permit holder. Visit our website (www.tabc.texas.gov) for statutory requirements, authorities or to find your local office.

INSTRUCTIONS

The Changes to Business Information form (L-BI) must be completed if there has been any change within your current business structure or you are applying for a change of class. To report changes in structure of your business entity, you must complete one of the following forms:

- L-C (Corporation, Trust, City, County or University)
- L-LLC (Limited Liability Company)
- L-P (Partnership)
- L-PHS (Personal History Sheet) – For any new officer, director, manager or majority stockholder/member/partner to your entity.

Note: Form L-PHS is not required for holders of **BN, DS, and S permits**.

Submit the completed forms to your local TABC office. To find your local office access our website at <https://www.tabc.texas.gov/contact-us/tabc-offices/>. If you are the holder of a **BN, DS, or S permit**, submit your application directly to TABC at:

PO Box 13127
Austin TX 78711-3127.

For questions and/or assistance contact licensing@tabc.texas.gov or by phone at 512-206-3360.

Type of Change:

- **Officers, Manager, Director, Stockholder, Member or Trustee/Beneficiary:** Depending on your business type, complete all the following: L-BI, L-C, L-LLC and/or L-P. A complete business structure must be disclosed on these forms. Personal history sheets (L-PHS) must be completed for any new officer, director, manager or majority stockholder/member/partner to your entity.
- **Change of Business Entity:** Complete all required forms (L-BI, L-C, L-LLC and/or L-P) for each location affected by the change. TABC requires 10 days prior notice of the change. Personal History Sheets (L-PHS) for each new individual to your entity and a \$100.00 fee will be required for each location. Review Section 11.12, of the Texas Alcoholic Beverage Code, for qualification and additional requirements. Your current License/Permit must be submitted with your application.
- **Merger:** Complete all required forms (L-BI, L-C, L-LLC and/or L-P). The merger must be reported within 10 days of the occurrence, a \$100.00 fee per each location. Submit an affidavit including all tradenames and locations with license/permit numbers affected must be included. Complete Personal History Sheets (L-PHS) for new individuals to your entity. Your current License/Permit must be submitted with your application.
- **Conversion:** Complete all required forms (L-BI, L-C, L-LLC and/or L-P), attach the certificate of conversion, and an affidavit including all tradenames and locations with license/permit numbers. Complete Personal History Sheets (L-PHS) for new individuals to your entity. Your current License/Permit must be submitted with your application.
- **Change of Class (for change of class only):** Complete form (L-BI) pages 1 and 2 (that apply to your change) and submit any fees required. Your current License/Permit must be submitted with your application.

APPLICATION

1. Current License/Permit No.	2. Contact Phone Number	3. Email Address
4. Type of Change		
<input type="checkbox"/> Change of Business Entity	<input type="checkbox"/> Merger	<input type="checkbox"/> Partner (limited or general) <input type="checkbox"/> Other _____
<input type="checkbox"/> Conversion	<input type="checkbox"/> Officer, Manager, Director, Stockholder, Member	<input type="checkbox"/> Trustee
5. Effective Date of above change (MM/DD/YYYY)		
6. Are you applying for a change of class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "YES," indicate type of change:		
FROM Wine and Malt Beverage On-Premise Retailer's Permit (BG) TO Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)		<input type="checkbox"/>
FROM Retailer Dealer's On-Premise License (BE) TO Retailer Dealer's Off-Premise License (BF)		<input type="checkbox"/>

OWNER INFORMATION

7. Owner of Business on Current License/Permit	8. Federal Employer Identification No. (FEIN)		
9. Mailing Address	City	State	Zip Code

OWNER INFORMATION (ONLY FOR CHANGE OF BUSINESS ENTITY, MERGER, AND CONVERSION)

10. Type of Owner					
<input type="checkbox"/> City/County/University	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Trust	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____	

BUSINESS INFORMATION

- 11A. Has any person listed in the business information section, or his or her spouse, been finally convicted or received deferred adjudication for any of the offenses below? If so, indicate by checking all that apply. If any boxes are checked, and it has not been five years since the termination of a sentence, parole or probation served, attach an explanation.
- any felony offense
 - prostitution
 - bookmaking
 - gambling or gaming
 - bootlegging
 - vagrancy offense involving moral turpitude
 - any offense involving dangerous drugs, synthetic cannabinoids or controlled substances as defined in Texas Controlled Substances Act
 - any offense involving firearms or a deadly weapon
 - any offense involving drink solicitation
 - more than three violations of the Texas Alcoholic Beverage Code relating to minors
 - violations of the Texas Alcoholic Beverage Code resulting in a criminal fine of \$500
 - violations of an individual's civil rights or discrimination against an individual on the basis of race, color, creed or national origin

11B. If any person listed in the Business Section has had a TABC license or permit canceled, attach an explanation.

**COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE
(FOR CHANGE OF ENTITY ONLY)**

This is to certify on this _____ day of _____, 20_____, the applicant holds or has applied for and satisfies all legal requirements for the issuance of a Sales Tax Permit under the Limited Sales, Excise and Use Tax Act or the applicant as of this date is not required to hold a Sales Tax Permit.

Sales Tax Permit Number _____ Outlet Number _____

Print Name of Comptroller Employee _____

Print Title of Comptroller Employee _____

SIGN HERE _____ FIELD OFFICE _____

S E A L

WARNING AND SIGNATURE

If Applicant Is/Must Sign

Individual/Individual Owner	Corporation/Officer
Partnership/Partner	Limited Liability Company/ Officer or Manager
Limited Partnership/General Partner	

Each licensee or permittee shall have exclusive occupancy and control of the entire licensed location with respect to sale of alcoholic beverages. Any arrangement that surrenders such control of the employees, premises or business, including profits and losses, to persons other than the licensee or permittee is unlawful.

The applicant, license/permit holder, agent, servant or employee may not directly or indirectly have any overlapping ownerships or other prohibited relationships (including unfair competition and unlawful trade practices) between those engaged in the alcoholic beverage industry at different levels, that is, between a manufacturer and a wholesaler or retailer, or between a wholesaler and a retailer, as the words "wholesaler," "retailer," and "manufacturer" are ordinarily used and understood, regardless of the specific names given a license/permit. Reference Chapter 102 et seq.

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who knowingly 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."

BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.

PRINT NAME _____ SIGN HERE _____

TITLE _____

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

S E A L