

# APPLICATION PROCEDURE ALCOHOLIC BEVERAGE

**TO COMPLY WITH HOMELAND SECURITY LAWS AND VERIFICATION OF CITIZENSHIP NO ALCOHOL BEVERAGE LICENSE WILL BE CONSIDERED UNTIL THE OCCUPATIONAL TAX FOR THE ESTABLISHMENT HAS BEEN PAID AND THE CERTIFICATE HAS BEEN ISSUED**

1. The following items must be completed and submitted to City Hall for all new applicants, prior to processing the application:
  - A. One signed and notarized City of Helen alcoholic beverage license application including SAVE affidavit
  - B. One signed and notarized personnel statement (all 3 pages) per applicant, partner/corporate officer;
  - C. One signed and notarized background investigation consent form per applicant, partner/corporate officer;
  - D. One copy of drivers license of per partner/corporate officer
  - E. Fingerprints are done at the Police Department
  - F. Payment in full of license fees (must be paid by certified check);
  - G. Payment of \$40.00 for advertisement of public hearing; and,
  - H. Payment of \$100.00 per partner/corporate officer for background investigation.
2. All lines of the application and personnel statement must be completed. If a question does not apply, "N/A" or "does not apply" must be written on the line. An incomplete application or personnel statement will not be accepted
3. Original personnel statement and original notarized background investigation consent form and a copy of the application go to the Police Chief with a copy of the fingerprint receipt go to the Police Chief
4. Original application including executed SAVE affidavit with verifiable identification, copy of personnel statement, copy of background investigation authorization and copy of fingerprint registration receipt go into a blue file.
5. If any applicant, partner, owner or corporate officer checks any thing other than U.S. Citizen on the SAVE Affidavit their information must be run thru the U.S. Citizen and Immigration Services' SAVE Verification Information System.
6. A public hearing is scheduled with the City Manager. The City Clerk publishes the notice of public hearing two times prior to the hearing in the legal section of the legal organ (White County News).
7. The Police Chief conducts a background investigation. Applications and/or personnel statements submitted with discrepancies or inaccuracies shall be remedied with submittal of an amended application provided by the City Clerk and an additional \$100.00 as stated in item "1.G." above.
8. Public hearing is held to receive comments from the public about issuance of the proposed license(s).
9. Application, information received at the Public Hearing, and information revealed during the background investigation is formally presented to the Commission for approval at their next regularly scheduled meeting.
10. After approval by the City Commission, City Clerk will issue the license(s).
11. Prior to selling alcoholic beverages, applicant must be licensed by the State of Georgia Department of Revenue Alcohol and Tobacco Taxes Unit, (706) 542-6058. The State will require a copy of the City of Helen Alcoholic Beverage License(s)

**Please read and familiarize yourself with the City of Helen Official Code Section governing Alcohol Beverage Licenses.**