

***NOTICE TO INDIVIDUAL APPLICANTS**

APPLYING FOR AN ALCOHOL BEVERAGE EMPLOYEE, AGENT, MANUFACTURE AGENT, CIDER/WINE/BEER PERMIT, CHARITY GAMES EMPLOYEE, OR CHARITY GAMES MANAGER LICENSE.

THE TIMEFRAME FOR APPROVAL OF AN INDIVIDUAL LICENSE IS **3 TO 5 DAYS FROM THE DATE OF FILING YOUR APPLICATION ONLINE.**

STEPS AFTER FILING YOUR APPLICATION ONLINE:

- 1. A BACKGROUND CHECK WILL BE CONDUCTED TO DETERMINE ELIGIBILITY FOR A LICENSE. A CERTIFIED LETTER WILL BE SENT TO THE APPLICANT IF, CONVICTED OF A FELONY WHICH IS VIOLENT CRIME.**
- 2. THE ABLE LICENSE WILL BE ISSUED VIA EMAIL.**

ALL LICENSES WILL BE ISSUED VIA EMAIL. PLEASE PROVIDE A GOOD EMAIL ADDRESS. **PLEASE CHECK YOUR EMAIL FREQUENTLY FOR UPDATES. ALSO, PLEASE CHECK YOUR SPAM FOLDER AND JUNK MAIL FOLDER FOR THE LICENSE ISSUED VIA EMAIL.*