

How to submit a Change Request for Change of Location online

The licensee needs to complete the change of location request forms located in the [Required Forms List](#) icon. After completing the forms, login to your online account, click the [Home](#) tab then click the [View My Records](#) icon, scroll down to see your ABE license number, to the right click the [Amendment/Change Request button](#), next scroll down to [Change Requests](#) then from the drop down select [Change of Location](#) then Continue to submit the information. See the Sample screenshot below:



Welcome to the Oklahoma ABE Commission!

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

▶ Change Requests

- Change of Licensee Name
- Change of Location
- Change of Managers
- Change of Members
- Change of Officers & Directors
- Change of Stockholders
- Request for Alteration
- Request for Common Areas



ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

50 NE 23rd Street
Oklahoma City, OK 73105
(405) 521-3484

REQUEST FOR CHANGE OF LOCATION

CHANGE OF LOCATION FEE AND REQUIRED ITEMS

- Please file this form and required items online.
<https://aca-prod.accela.com/ABLE/Default.aspx>
- Mixed Beverage License Holders (**ONLY**) pay \$100 fee.
- A Certificate of Liability Insurance showing coverage for both bodily injury and property damage.
- A deed, lease, management agreement, or sales contract for the new location address
- A Certificate of Compliance from the City or County where the business is located stating all building codes for zoning, fire, safety, and health are in compliance or a letter from the City or Board of County Commissioners stating no zoning, fire, safety, or health codes exist.

1. ABLE License Number			
2. DBA Name of Location			
3. Current Location Address			
City	County	State	Zip
4. New Location Address			
City	County	State	Zip
5. Business Phone Number	6. Alternate Phone Number	7. E-mail Address	

OWNER INFORMATION

8. Type of Owner	
<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Tribe
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Tribal Corporation/Entity
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation	
9. Business Owner/Applicant	
10. Federal Employer Identification Number	

11. Application Contact Person
Application Contact Address
Application Contact Phone Number
Application E-Mail Address for Correspondence

I, _____, being duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time. He/She further agrees that he/she has filed all appropriate property with the County Assessor and that all ad valorem taxes assessed on his/her property, both real and personal, and wherever situated in the state of Oklahoma, have been paid.

Signature of Applicant(s)

LOCATION DIAGRAM

Draw a diagram of the licensed premises on this page. The diagram should include the following: outside dimensions, rooms, doorways, bars and liquor storage areas.

NOTICE OF INTENTION TO APPLY FOR PERMISSION TO CHANGE LOCATION OF LICENSED PREMISES

In accordance with the OAC 45:40-7-1 of the Oklahoma Alcoholic Beverage Laws Enforcement Commission,

(Name of Licensee)

doing business as _____
(business name)

(Address of Licensed Premise)

hereby publishes notice of _____ intention to apply within
(his, her, their)

sixty days from this date to the Oklahoma Alcoholic Beverage Laws Enforcement Commission for permission to change the location of the licensed premises from the present location to _____
(address of new location)

Dated this _____ day of _____, 20_____.

(If partnership, all partners must sign. If a corporation, an officer of the corporation must sign. If an LLC, a member or manager must sign.)

County of _____, State of Oklahoma.

Before me, the undersigned notary public, personally appeared;

to me known to be the person(s) described in and who executed the foregoing application and acknowledged that _____ executed the same as

(he, she, they)

_____ free act and deed.

(his, her, their)

(my commission expires) (notary)

Instructions:

1. Complete in detail.
2. Copy to Newspaper for publication.
3. Said notice shall be published in not less than two column inches in a legal newspaper of general circulation in the county in which licensed premises are to be located.
4. The notice will be twice published, once every eight (8) days for (2) successive weeks.
5. Submit original with application.

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

PROOF OF PUBLICATION

I do hereby declare, under penalty of perjury, that _____

_____ did cause to be published in (name of legal newspaper)

a legal newspaper of general circulation in the county of _____

located in the City of _____, Oklahoma, by causing the

same to be published on the _____ day of _____, 20____,

and on the _____ day of _____, 20____, a Notice of

Intention to Apply for Permission to Change Location of the Licensed Premises

and that a true copy of said notice is attached and made a part hereof.

Dated this _____ day of _____, 20____.

(legal representative of the newspaper)

Subscribed and sworn to before me this _____ day of _____, 20____.

(my commission expires)

(notary public)

Instructions:

1. Attach a true copy of each run of the publication.
2. Submit original completed Proof of Publication with application.
3. You may submit the publisher's affidavit form in place of the above affidavit.