

## Information Sheet

**The process to acquire a business license for the sell of any alcoholic beverage is as follows:**

- **First**, you must obtain a Business License Application {Appendix A} from the City of Alma Administrative Office. This license is for the **actual business**, to conduct sales of alcoholic beverages. The cost for the license is determined similar to standard business licenses, and the amount is preset on an established table.
- The Appendix A will be returned to the City of Administration, for logging in and records tracking purposes. The general consent form will be signed at that point.
- Please attach a copy of the following documents:

Birth Certificate	Driver's License
H.S. Diploma or G.E.D.	Social Security Card

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- **Second**, for any licensee, as the store owner, will complete another application {Appendix B} which deals with a background check and fingerprint submission of that licensee. Cost of Appendix B will be \$50.00 for application processing for the licensee. **{ \$50.00 money order made payable to the City of Alma }.**
  - **Third**, you will need a \$50.00 money order for fingerprinting services provided and to process the prints via the state data bank. After being printed, please return a copy of the card to the licensing clerk. **{ \$50.00 money order made payable to Bacon County Sheriff's Office }.**
  - **Fourth**, complete the request for a GCIC background history and consent form. **{ \$15.00 money order made payable to Bacon County E-911 must be given to clerk for the center to run the history }.**
  - **Fifth**, you will need a \$5.00 money order for all the Bacon County Sheriff's Office services. **{ \$5.00 money order made payable to Bacon County Sheriff's Office }.**

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If any questions exist on the status of the application, the City of Alma Business Licensing Clerk can be contacted at 912-632-8072.