

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 |

-
- **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 }.**

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