



# Online License Application Instructions

# Online License Application Instructions

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## Online License Application Instructions

### Online Services Accounts

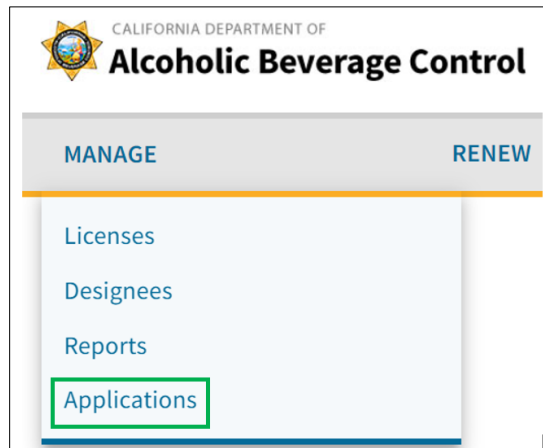
To apply for a license, you must have an Online Services account. If you have an existing account, you do not need to create a new one to apply for a license online. If you do not have an existing account, you can create one.

### Existing License Administrator Role

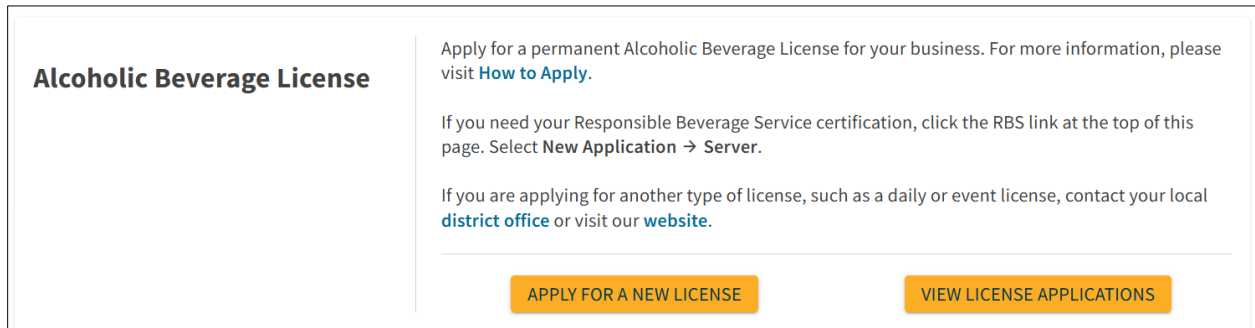
If you have an existing Online Services account with a License Administrator role, log in to [services.abc.ca.gov](https://services.abc.ca.gov).



Select **Manage** and click **Applications**.



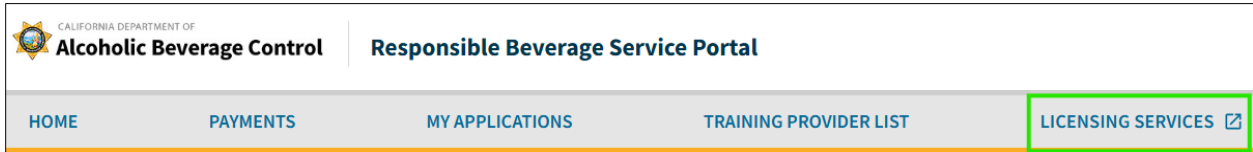
Go to the Alcoholic Beverage License section and click **Apply for a New License**.



## Online License Application Instructions

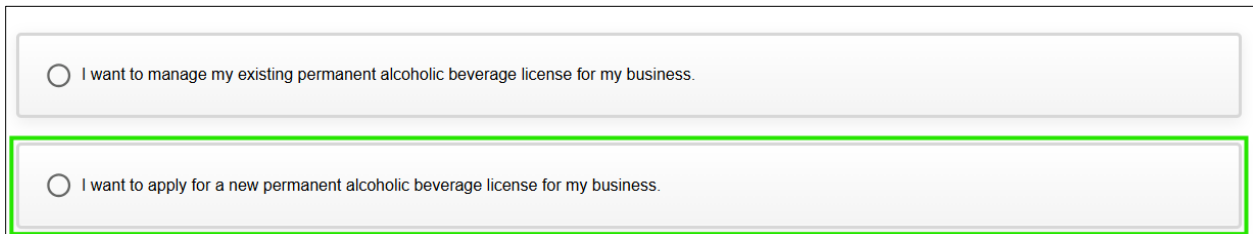
### Existing RBS Server or Training Provider Role

If you have an existing Online Services account with a Responsible Beverage Service (RBS) Server or Training Provider role, log in to [abcbiz.abc.ca.gov](http://abcbiz.abc.ca.gov).



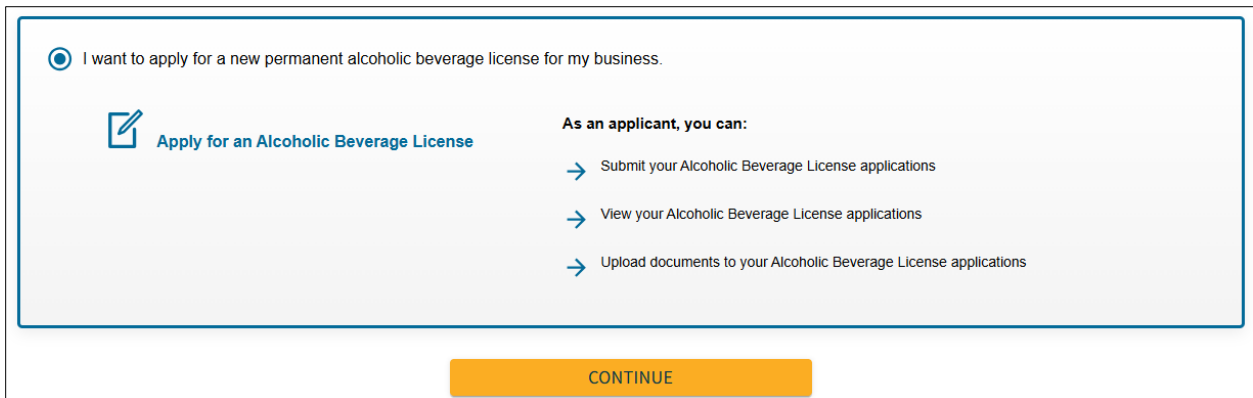
The screenshot shows the top navigation bar of the 'Responsible Beverage Service Portal'. On the left is the California Department of Alcoholic Beverage Control logo. To its right is the portal title. Below this is a horizontal menu with five items: HOME, PAYMENTS, MY APPLICATIONS, TRAINING PROVIDER LIST, and LICENSING SERVICES. The LICENSING SERVICES item is highlighted with a green border and includes an external link icon.

Select **I want to apply for a new permanent alcoholic beverage license for my business.**



The screenshot shows two radio button options. The first option is 'I want to manage my existing permanent alcoholic beverage license for my business.' The second option, 'I want to apply for a new permanent alcoholic beverage license for my business.', is selected and highlighted with a green border.

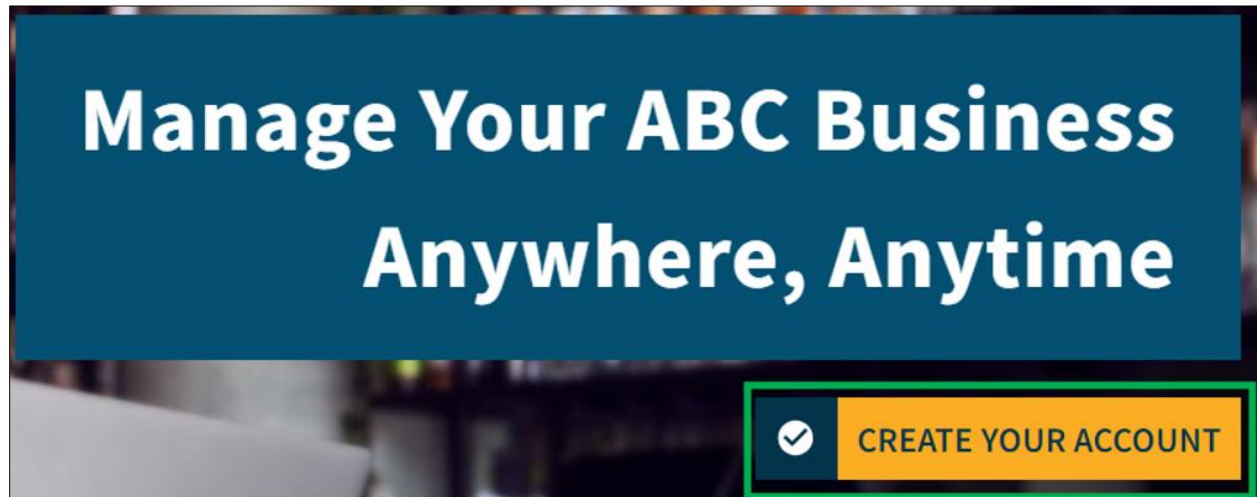
Click Continue.



The screenshot shows the 'Apply for an Alcoholic Beverage License' screen. At the top, the second radio button option is selected. Below it is a blue icon of a document with a pencil and the text 'Apply for an Alcoholic Beverage License'. To the right, under the heading 'As an applicant, you can:', there are three blue arrows pointing to the following actions: 'Submit your Alcoholic Beverage License applications', 'View your Alcoholic Beverage License applications', and 'Upload documents to your Alcoholic Beverage License applications'. At the bottom center is an orange button labeled 'CONTINUE'.

### Create an Online Services Account

If you do not have an existing Online Services account, go to [services.abc.ca.gov](http://services.abc.ca.gov) and click **Create Your Account**.



Create a **username**. Your username must be between 3 and 30 characters long. It can include a-z, 0-9, and underscore. It must not include special characters such as !, @, #, \$, %, ^, &, \*, ?, ~, |, (, ), [, ]

Enter your **email address**. Your email address must be valid and belong to you. It can only be used for one account and cannot be shared.

Create a **password**. Your password must be at least 15 characters. You must confirm your password.

Enter your legal first and last name. They must match the first and last name on your identification. Please ensure your name is spelled correctly.

## Online License Application Instructions

**ACCOUNT INFORMATION**

Username \*

Email Address \*

Confirm Email Address \*

Password \*

Confirm Password \*

Please enter your legal name as it appears on government-issued documents.  
(e.g. Driver's License, ID Card, Passport, etc.)

Legal First Name \*

Legal Middle Name

Legal Last Name \*

Once your account is created, you must confirm your email address. You will receive an email with the subject line **ABC Online Services Confirmation**. Click the **Confirm Email** button to log in.

**Welcome to ABC's Online Services!**

**You are almost done. First, confirm your email address.**

**CONFIRM EMAIL**

Should you have any questions, please call (916) 318-6435 or email  
[oneservices@abc.ca.gov](mailto:oneservices@abc.ca.gov)

## Online License Application Instructions

Select **I want to apply for a new permanent alcoholic beverage license for my business**. Click **Continue**.

☐ I want to get my Responsible Beverage Service (RBS) certification to serve alcoholic beverages or check IDs at my job.

☐ I want to apply to become an approved Responsible Beverage Service (RBS) Training Provider.

☐ I want to manage my existing permanent alcoholic beverage license for my business.

☒ I want to apply for a new permanent alcoholic beverage license for my business.

**Apply for an Alcoholic Beverage License**

**As an applicant, you can:**

- Submit your Alcoholic Beverage License applications
- View your Alcoholic Beverage License applications
- Upload documents to your Alcoholic Beverage License applications

CONTINUE

## Application Requirements

Before beginning your application, please ensure you have the following information:

- **Application Type:** You must know the license types you are applying for, including secondary licenses. Review the descriptions for each [license type](#).
- **Applicant Information:**
  - If any applicant has ever been licensed by ABC, you must have a license number associated with the applicant. If you do not know your license number, you can search for it on ABC's [License Lookup](#) page.
  - If the applicant has never been licensed by ABC, you should know their personal information such as name, social security or driver's license number, and marital status.

## Online License Application Instructions

- If applying as a business entity, such as a Corporation, Limited Liability Company, Limited Partnership, or Trust, you must have the Secretary of State Number, State of Incorporation, and Date of Incorporation for each entity, if applicable. You must also have the personal information for each officer, director, manager, managing member, stockholder, or trustee.
- Premises Information: You must provide the address of the proposed license premises. You must also provide information about the building type and the surrounding area.
- Mailing Information: You must provide a mailing address if it is different from the premises address. Please note that all correspondence from ABC will be sent to the mailing address, including the license if it is approved.
- Business Information: You must provide information about the business, including operating hours and the planned operation.
- Financial Information: You must provide financial information about the business, including investments and sources of funds. You will also be required to list all bank accounts for the business operation and the persons authorized to sign on those accounts.
- Documents: You will be required to upload documents to complete your application. These documents may include:
  - Entity documents, including the Articles of Incorporation, Meeting Minutes, Operating Agreements, and questionnaires
  - **NOTARIZED** Individual Personal and Financial Affidavits
  - Licensed Premises Diagram
  - Tied-House Restrictions
  - **NOTARIZED** signatures for all applicants, officers, directors, managers, managing members, stockholders, or trustees

Required documents will be specified in the **Upload Documents** section of the application and will include a link to the relevant ABC forms.

## Completing the Alcoholic Beverage License Application

You must complete all required fields and upload all required documents prior to submitting your application.

### Contact Information

Your name and email address will automatically populate from your Online Services account and cannot be changed. Your phone number will populate if you

## Online License Application Instructions

have added it to your Online Services account profile. Enter your title, such as “Applicant” or “Consultant”.

The email address and phone number in the Contact Information section will be used to contact you during the application review and investigation. Monitor your email and your license application page to see statuses and requests for additional information or payments.

**Contact Information**  

Name

ABC APPLICANT

Title (Select all that apply)\*

☐ Applicant

☐ Consultant

☐ Attorney

☐ Other

Email

ABC.ONLINE.APPLICATION@GMAIL.COM

Phone \*

### Application Type

You can apply for most original retail and non-retail licenses online. Priority license winners cannot currently apply online. Additional license and transaction types will be available in the future.

Select your primary license type. Specific license types may prompt you for additional information.

**Primary License Types**  

Select primary license types to be added to this application. If you need assistance, please contact your local [district office](#).

Primary License Types \*

You can apply for multiple primary or secondary license types, but you will only be able to select license types which are authorized to be issued together.

## Online License Application Instructions

### Secondary License Types

The following optional secondary licenses are available

Secondary License Types

If you have questions about license types, review the [license type](#) descriptions or contact your local [district office](#). If the license type you select does not align with your planned business operation, your application may be voided.

You must acknowledge that you understand the license types you have selected and that they meet your business needs.

### Acknowledgement

- ☐ I/we understand that Alcoholic Beverage Control license types have different fees and privileges associated with them. I/we acknowledge that the primary/secondary license type(s) applied for in this application, meet my/our specific Alcoholic Beverage Control licensing needs.\*

### Premises Information

Enter the Doing Business As (DBA) name for your business, if any. The DBA name must match the name filed with the county clerk's office.

#### DBA Name

DBA Name

Complete all the required address fields. If the premises does not yet have a permanent address, describe the location, including the street name.

The premises address will be validated. You can use the validated address or select **No** to leave the address as it was originally entered.

## Online License Application Instructions

### Premises Address Validation

We found the following valid premises address. Would you like to use it?

If the application type includes a Type 20 and the premises city or county is subject to moratorium, you will not be able to apply online.

The proposed premises is located in a jurisdiction that has a [moratorium](#). You are unable to apply online at this time. Please contact your local [district office](#) for more information.

Complete all additional questions about the premises. If there is an active license at the premises, it must be surrendered before your license can be approved.

Is the premises currently licensed? \*

☒ Yes ☐ No

What is the license number? \*

Is the license currently operating? \*

☐ Yes ☒ No

Date closed? \* 

If you have selected a non-retail application type, you will be prompted to answer additional premises questions for that application type.

### Mailing Information

If the mailing address is different from the premises address, select whether the mailing address is in California, in the USA outside of California, or outside the USA.

## Online License Application Instructions

**Mailing Address**  
  
Select the type of mailing address\*  
  
☒ In California   ☐ In USA, Outside California   ☐ Outside USA

Complete all required address fields and select whether the mailing address is temporary. All correspondence from ABC will be sent to the mailing address, including the copy of your license.

For addresses within the United States, the mailing address will be validated. You can use the validated address or select **No** to leave the address as it was originally entered.

**Mailing Address Validation** ×  
  
We found the following valid mailing address. Would you like to use it?

### Applicant Information

If any person under the age of 21 years holds any interest, no matter how small, in any applicant's ownership entity or intervening entities, you are not eligible to apply for an alcoholic beverage license online.

### Searching for an Existing Applicant

If any applicant has ever been licensed by ABC, you must search for a license number associated with that applicant.

Search for a person/company by the license number

License Number ⓘ \*

667309

Name ⓘ

SEARCH

CLEAR

## Online License Application Instructions

Review the Search Results. Select the individuals and companies you would like to include in your application. Click **Add**.

**Search Results**

Select the individuals and companies you would like to be included in your application. Selecting a company will display only the current officers, directors, and stockholders of that company. This may not include the entire ownership structure.

| <input type="checkbox"/> | Name     |
|--------------------------|----------|
| <input type="checkbox"/> | TEST ABC |

ADD

The applicant will appear in the applicants table.

**Applicants**

To add applicants, search for existing applicants first. Create new applicants only if they have never been licensed by ABC. After adding an applicant, search for applicants or create new applicants until all applicants have been added to the application.

| Name                                                 |
|------------------------------------------------------|
| TEST ABC - This entry has one or more invalid fields |



If any applicant is a business entity, you must review and confirm the member and stockholder information. Select whether the existing officers, directors, managers, members and stockholders are correct.

## Online License Application Instructions

License Applicant Form

Applicant Type: Corporation

Applicant Name:

TEST ABC

Secretary of State Number:

Federal Employer ID:

State of Incorporation:

CALIFORNIA

Date of Incorporation:

04/10/2023

Officers, Directors, and Managers

| Name           | Officer Title |
|----------------|---------------|
| SAMURAI, KIREN | CHAIRMAN      |

Members and Stockholders

| Name           | Stockholder Title | Percent Ownership |
|----------------|-------------------|-------------------|
| SAMURAI, KIREN | STOCKHOLDER       | 100%              |

Are the existing officers, directors, managers, members, and stockholders correct? \*

☐ Yes

☐ No

This field is required

SAVE AND CLOSE

If the existing information is correct, select Yes and click **Save and Close**. If any of the information is not correct, describe the changes and upload supporting documentation for those changes. Changes to the business entity structure may result in additional fees after submitting your application.

Are the existing officers, directors, managers, members, and stockholders correct? \*

☐ Yes

☒ No

Provide the necessary documentation of the company changes when submitting this application. You can upload your documents under the Document Upload section. Changes in the company structure may result in additional fees charged after submitting your application.

Provide a brief description of the changes.

Description of Changes \*

To search for a specific person associated with a license number, you can search the license number and the person's first or last name. To search for an entity

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## Online License Application Instructions

associated with the license number, you can search the license number and part or all of the entity name.

Search for a person/company by the license number

License Number ⓘ \*

667309

Name ⓘ

SAMURAI

SEARCH

CLEAR

The search results will display every name associated with the license that meets the search criteria, including spouses and former officers. You should only select people or entities who will be applicants.

**Search Results**

Select the individuals and companies you would like to be included in your application. Selecting a company will display only the current officers, directors, and stockholders of that company. This may not include the entire ownership structure.

| <input type="checkbox"/> | Name           |
|--------------------------|----------------|
| <input type="checkbox"/> | SAMURAI, KIREN |
| <input type="checkbox"/> | SAMURAI, JOHN  |

ADD

You can search additional license numbers to add other applicants who have been licensed by ABC.

## Online License Application Instructions

### Creating a New Applicant

To create a new applicant who has never been licensed by ABC, select the applicant type. You can repeat this process to create multiple applicants.

Select an applicant type

|                                           |                                                 |
|-------------------------------------------|-------------------------------------------------|
| <input type="radio"/> Person              | <input type="radio"/> Corporation               |
| <input type="radio"/> Limited Partnership | <input type="radio"/> Limited Liability Company |
|                                           | <input type="radio"/> Trust                     |

If the applicant is a person, not a business entity, complete all required fields.

License Applicant Form

**Applicant Type: Person**

**Personal Information**

Enter the legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.).

|                      |                     |                       |        |
|----------------------|---------------------|-----------------------|--------|
| First Name*<br>JAMES | Middle Name<br>NOAH | Last Name*<br>JOHNSON | Suffix |
|----------------------|---------------------|-----------------------|--------|

Provide at least one of the identification options: last four of SSN, Passport number, or Driver's License Number \*

|                          |                                    |                                            |                                       |
|--------------------------|------------------------------------|--------------------------------------------|---------------------------------------|
| Last Four of SSN<br>1234 | Passport Number<br>123456789101112 | Driver's License Number<br>123456789101112 | Driver's License State*<br>CALIFORNIA |
|--------------------------|------------------------------------|--------------------------------------------|---------------------------------------|

Gender  
If you prefer not to state, you may leave this question blank

☐ Male ☐ Female ☐ Non-Binary or Different Identity

|                           |                      |                           |                                           |
|---------------------------|----------------------|---------------------------|-------------------------------------------|
| Birth Date*<br>06/01/2004 | Birth City<br>FRESNO | Birth State<br>CALIFORNIA | Birth Country<br>UNITED STATES OF AMERICA |
|---------------------------|----------------------|---------------------------|-------------------------------------------|

Must be at least 21 years of age

Marital Status  
MARRIED

If the applicant has a spouse or domestic partner, you must provide all of the required information for the spouse or domestic partner as well.

## Online License Application Instructions

**Spouse/Domestic Partner**

**Personal Information**

Enter the legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.).

|              |             |             |        |
|--------------|-------------|-------------|--------|
| First Name * | Middle Name | Last Name * | Suffix |
| EMMA         | AMELIA      | JOHNSON     |        |

Provide at least one of the identification options: last four of SSN, Passport number, or Driver's License Number \*

|                  |                  |                         |                          |
|------------------|------------------|-------------------------|--------------------------|
| Last Four of SSN | Passport Number  | Driver's License Number | Driver's License State * |
| 5678             | 1111111111111111 | 1111111111111111        | NEVADA X ▾               |

Gender

☐ Male ☒ Female ☐ Non-Binary or Different Identity

|              |            |             |                               |
|--------------|------------|-------------|-------------------------------|
| Birth Date * | Birth City | Birth State | Birth Country                 |
| 03/11/2004   | RENO       | NEVADA X ▾  | UNITED STATES OF AMERI... X ▾ |

Must be at least 21 years of age

If the applicant type is a business entity, complete all required fields for that entity type. The screenshots below apply to a Limited Liability Company, but the requirements are similar for Limited Partnerships, Corporations, and Trusts.

**License Applicant Form** X

**Applicant Type: Limited Liability Company**

|                                  |                             |                     |
|----------------------------------|-----------------------------|---------------------|
| Limited Liability Company Name * | Secretary of State Number * | Federal Employer ID |
| ABC LLC                          | 123456789                   | 12-3456789          |

|                                            |                                                   |
|--------------------------------------------|---------------------------------------------------|
| Date LLC-1 filed with Secretary of State * | State where LLC-1 filed with Secretary of State * |
| 06/01/2025                                 | CALIFORNIA X ▾                                    |

|                              |                          |
|------------------------------|--------------------------|
| State where LLC was formed * | Operating agreement date |
| CALIFORNIA X ▾               | 06/01/2025               |

Have the Articles of Organization (LLC-2 or LLC-10) been amended? \*

☐ Yes ☒ No

If any company holds the title of officers, directors, managers, managing members, or stockholders, you must upload the corporate structure in the **Upload Documents** section.

## Online License Application Instructions

Does any company hold the title of officers, directors, managers, managing members, members, or stockholders? \*

☒ Yes ☐ No

You will need to upload all your necessary documents under the Document Uploads section.

If no company holds the title of officers, directors, managers, managing members, or stockholders, you must enter all officers, directors and managers. All business entities must have at least one officer, director, or manager.

You must also add all members and stockholders.

Does any company hold the title of officers, directors, managers, managing members, members, or stockholders? \*

☐ Yes ☒ No

**Officers, Directors, and Managers**

| Name           | Officer Title |
|----------------|---------------|
| No entries yet |               |

ADD OFFICER

**Members and Stockholders**  
Ownership should total 100%.

| Name           | Stockholder Title | Number of Shares | Percent Ownership | Date Acquired |
|----------------|-------------------|------------------|-------------------|---------------|
| No entries yet |                   |                  |                   |               |
| Total          |                   |                  | 0.00%             |               |

ADD MEMBER OR STOCKHOLDER

For each officer, director, manager, member, or stockholder, complete all required fields.

## Online License Application Instructions

**Personal Information**

Enter the legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.).

First Name \*  
JOHN

Middle Name  
WILLIAM

Last Name \*  
BROWN

Suffix

Provide at least one of the identification options: last four of SSN, Passport number, or Driver's License Number \*

Last Four of SSN  
1111

Passport Number  
1111111111111111

Driver's License Number  
1111111111111111

Driver's License State \*  
CALIFORNIA × ▾

Gender  
If you prefer not to state, you may leave this question blank

☒ Male ☐ Female ☐ Non-Binary or Different Identity

Birth Date \*  
08/20/2003 

Birth City  
SEATTLE

Birth State  
WASHINGTON × ▾

Birth Country  
UNITED STATES OF AMERICA × ▾

Must be at least 21 years of age

Number of Shares \*  
200

Percentage of Ownership \*  
100%

Date Shares Acquired \*  
06/01/2025 

Marital Status  
DIVORCED × ▾

If the officer, director, or manager has a spouse or domestic partner, you must provide all of the required information for the spouse or domestic partner as well.

Complete the same process for each member or stockholder, including percentage of ownership. Ownership should total 100%.

Once each officer, director, manager, member, and stockholder has been added and saved, they will display on the License Applicant Form. You can add, edit, or delete any of the individuals you entered.

## Online License Application Instructions

| Officers, Directors, and Managers                                                                                                                                       |               |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|--|--|
| Name                                                                                                                                                                    | Officer Title |  |  |  |
| BROWN, JOHN WILLIAM                                                                                                                                                     | CHAIRMAN      |  |  |  |
|   |               |  |  |  |
| <b>ADD OFFICER</b>                                                                                                                                                      |               |  |  |  |

| Members and Stockholders         |                   |                  |                   |               |
|----------------------------------|-------------------|------------------|-------------------|---------------|
| Ownership should total 100%.     |                   |                  |                   |               |
| Name                             | Stockholder Title | Number of Shares | Percent Ownership | Date Acquired |
| BROWN, JOHN WILLIAM              | GENERAL PARTNER   | 200              | 100.00%           | 06/01/2025    |
| <b>Total</b>                     |                   |                  | <b>100.00%</b>    |               |
| <b>ADD MEMBER OR STOCKHOLDER</b> |                   |                  |                   |               |

### Questions for All Applicants

Answer the required questions on behalf of all applicants. If any applicant has been convicted of a felony or violated any provisions of the ABC Act, you must answer Yes. This includes officers, directors, managers, members, and stockholders.

|                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Has/Have the applicant(s) ever been convicted of a felony? *                                                                                            |
| <input type="radio"/> Yes <input type="radio"/> No                                                                                                      |
| “Has/Have the applicant(s) ever violated any provisions of the Alcoholic Beverage Control Act or regulations of the Department pertaining to the Act? * |
| <input type="radio"/> Yes <input type="radio"/> No                                                                                                      |

### Retail Business Information

Complete information about your planned business operation. Enter operating hours for each day. You can enter multiple timeframes for each day the business is open by clicking the **Add** button. Alcoholic beverages may not be sold, served, given away, or allowed to be consumed between the hours of 2:00 AM to 6:00 AM pursuant to Business and Professions Code §§ 25631, 25632. Operating hours are subject to ABC investigation and approval.

## Online License Application Instructions

Monday \*

☒ Business is open ☐ Business is closed

Opens at\*

Closes at\*

+ ADD

If there is minimal or full food service, you must enter the hours of food service. The food service hours can be different from the business hours.

### Hours of Food Service

Breakfast Hours

Starts At

Ends At

Lunch Hours

Starts At

Ends At

Dinner Hours

Starts At

Ends At

Additional questions will be based on the application type you selected. If the license type you selected does not align with your planned business operation, your application may be voided.

### Non-Retail Business Information

Complete all required fields.

## Online License Application Instructions

If the license type you selected does not align with your planned business operation, you may be prevented from completing the online application. For example, the Type 02 Winegrowers license requires manufacturing. If you select a Type 02 and answer “No” to the question “Do you intend to Manufacture?” you cannot proceed with the application.

Additional questions will be based on the application type you selected.

### Financial Information

Complete all required fields.

Enter all applicable investment information. Your investment subtotal and total investment will be automatically calculated.

| Investment Information                                                                                                                                                   |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| ABC License *                                                                                                                                                            | Furniture/fixtures *            |
| Inventory *                                                                                                                                                              | Goodwill/non-compete covenant * |
| Leasehold and/or Improvements *                                                                                                                                          |                                 |
| <hr/>                                                                                                                                                                    |                                 |
| <b>SUBTOTAL:</b>                                                                                                                                                         | <b>\$0.00</b>                   |
| <hr/>                                                                                                                                                                    |                                 |
| Other Fees *                                                                                                                                                             | Working capital (approximate) * |
| <small>Fees for other licenses, permits, and deposits (approximate). Include Federal, State, County or City license fees or permits; lease and utility deposits.</small> |                                 |
| Realty or interest therein *                                                                                                                                             |                                 |
| <hr/>                                                                                                                                                                    |                                 |
| <b>TOTAL INVESTMENT:</b>                                                                                                                                                 | <b>\$0.00</b>                   |

If you have any investment amount, you must add the source of funds.

## Online License Application Instructions

**Source of Funds**

ADD SOURCE OF FUNDS

After entering a source of funds, click the **Save and Close** button.

Source of Funds

Source of Funds for Total Investment – identify amount(s), type(s), and explain source(s) and/or terms of Repayment. View this [Example of Source of Funds](#) for more information.

Type\*

GIFT

Source and/or Terms of Repayment \*

JOHN DOE, BROTHER

Amount\*

\$1,500.00

SAVE AND CLOSE

You can as many sources as you need. The total will be automatically updated after each entry. The total source of funds must be equal to or greater than the total investment.

**Source of Funds**

| Type          | Source and/or Terms of Repayment | Amount                                                                                                                                                                                 |
|---------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GIFT          | JOHN DOE, BROTHER                | \$1,500.00   |
| <b>TOTAL:</b> |                                  | <b>\$1,500.00</b>                                                                                                                                                                      |

ADD SOURCE OF FUNDS

Add all bank accounts which will be used for the business.

**Bank Accounts**

ADD BANK ACCOUNT

After entering each bank account, click the **Save and Close** button.

## Online License Application Instructions

Bank Account

Bank Name \*

Bank Address \*

Account Number \*

Authorized Signees \*

Separate multiple signees with a comma

SAVE AND CLOSE

You can add as many accounts as you need.

Bank Accounts

| Bank Name     | Account Number | Person(s) Authorized to Sign on Bank Account |
|---------------|----------------|----------------------------------------------|
| HOMETOWN BANK | 123456789      | JOHN DOE, JANE DOE                           |

ADD BANK ACCOUNT

You must check the box to confirm you have read and understand the attestation for financial information.

Attestation

I/we understand that falsification of the information may constitute grounds for denial or revocation of the license(s). For a period of 90 days from this date, I/we hereby authorize the Department of Alcoholic Beverage Control, or any of its officers, to examine and secure copies of financial records consisting of signature cards, checking and savings accounts, notes and loan documents, deposit and withdrawal records, and escrow documents of my/our financial institution(s) or any financial records established in connection with this business. This authorization to examine records at any financial institution may be revoked at any time.

I/we also authorize the Department of Alcoholic Beverage Control, or any of its officers, to examine and secure copies of any business records or documents established in connection with this business including, but not limited to those on file with my/our bookkeeper. I/we also read all of the above and declare under penalty of perjury that each and every statement is true and correct.

☐ I attest that I have read and understand the previous statements. \*

## Online License Application Instructions

### Upload Documents

You must upload required documents for each section. Please include a short description of your document and form number in the file name (e.g. John\_Smith\_ABC-208-A.pdf). If the uploaded documents are incomplete or inaccurate, the application may be voided.

You can upload the following file types:

- Portable Document Format File (.pdf)
- Microsoft Excel Document (.xls)
- Microsoft Excel Open XML Document (.xlsx)
- Microsoft Word Document (.doc)
- Microsoft Word Open XML Document (.docx)
- Plain Text File (.txt)

The maximum size for each file is 100 MB.

### Ownership Structure

Documents will be required based on the ownership structure (sole proprietorship, partnership, corporation, etc). Upload any required ownership documents.

### Individual Personal and Financial Affidavits

Upload a signed and **NOTARIZED** Individual Personal Affidavit ([Form ABC-208-A](#)) for each person and spouse specified in the Applicant Information section. You must also upload a signed and **NOTARIZED** Individual Financial Affidavit ([Form ABC-208-B](#)) for any of those individuals who are making a financial contribution.

### Application Signature Sheet

Upload a signed and **NOTARIZED** Application Signature Sheet ([Form ABC-211Sig](#)) for each person(s) required to sign the application. You may have multiple signatures on one document.

### Licensed Premises Documents

Upload the Licensed Premises Diagram ([Form ABC-257](#)), with the area to be licensed outlined (preferably in red). You can also upload the Zoning Affidavit ([Form ABC-255](#)) and any other premises-related documents.

### Tied-House Restrictions

Upload the Certification RE Chapter 15 Tied-House Restrictions ([Form ABC-140](#)).

## Online License Application Instructions

### Other Documents

You can upload additional documents for review by ABC staff.

### Attest and Submit

To submit your application, you must check the box to confirm you have read and understand the attestation. After you have submitted the application, you will no longer be able to make changes.

#### Attest and Submit

After attesting and submitting your application, you will not be able to make changes to your application.

By submitting this application, I declare under penalty of perjury that each and every statement in this application is true, correct, and complete and understand that any omission or falsification of the information will be considered a misrepresentation of a material fact and may result in the denial or revocation of the license.

I also understand and agree to pay all fees due within 24 hours of submitting the application to the Department of Alcoholic Beverage Control.

☐ I attest that I have read and understand the previous statements. \*

**If you do not pay all fees due within 24 hours of submitting the application, this application will be voided. Once the application is voided, you must start a new application if you wish to reapply.**

Payment of initial application fees is due within 24 hours of submitting your application. If your payment is not submitted, the application may be voided, and you must start a new application if you wish to reapply.

You will receive an email notification if your application is voided.

## Online License Application Instructions

This application for an alcoholic beverage license has been voided. This may have occurred due to a number of reasons, including but not limited to, lack of payment within 24 hours of fees requested, or failure to upload required documents. You are not authorized to serve alcohol at this premises.

If you wish to reapply, you must start a new application.

If you have questions regarding this license application, please contact the local district office.

We would like to provide you with the best possible service and your input is vital to our success. Please help us serve you and others better by taking a few minutes to respond to our [Customer Service Survey](#).

Log in to manage your applications.

**LOG IN**

### Paying Application Fees

After submitting your application, you will receive a summary page which includes Next Steps and Payment instructions. It may take up to five minutes for your fees to generate.

# Online License Application Instructions

## Summary

App ID: 1825  
License Types: 41, 58, 66, 77  
Applicant Names: ABC LLC  
JOHNSON, JAMES NOAH  
TEST ABC  
DBA Name: ABC BAR AND GRILL  
Premises Address: 3927 LENNANE DR STE 100, SACRAMENTO, 95834

PRINT

## Next Steps

You may be required to provide additional documents and payments during the application review and investigation. ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your [Alcoholic Beverage License Applications](#) page.

### Payments Page

To view the Payments page, click on the PAYMENT button. You can also view the Payments page by going to the [Alcoholic Beverage License Applications](#) page and selecting the Payment option from the Actions menu.

PAYMENT

You can review your application status at any time by going to **Manage > Applications** and clicking **View License Applications**.

## Alcoholic Beverage License

Apply for an Alcoholic Beverage License. For more information, please visit [How to Apply](#).

APPLY FOR A NEW LICENSE

VIEW LICENSE APPLICATIONS

After submission, your status will be “Submitted”.

## Alcoholic Beverage License Applications

+ NEW APPLICATION

| App ID      | Submitted Date | Status      | Primary Owner | Business Address                           | Fee Due | Actions |
|-------------|----------------|-------------|---------------|--------------------------------------------|---------|---------|
| 667758-1825 | 06/11/2025     | SUBMITTED ⓘ | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$0.00  | ⋮       |

The status will update to Fees Due when the fees are available to pay.

## Alcoholic Beverage License Applications

+ NEW APPLICATION

| App ID      | Submitted Date | Status   | Primary Owner | Business Address                           | Fee Due    | Actions |
|-------------|----------------|----------|---------------|--------------------------------------------|------------|---------|
| 667758-1825 | 06/11/2025     | FEES DUE | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$3,189.00 | ⋮       |

## Online License Application Instructions

You will also receive an email notifying you that fees are due.

Hello ABC Applicant,

The Department of Alcoholic Beverage Control has received your submitted license application. You must pay the application fees before your application can be reviewed and accepted.

New Application Status: NEW  
License Application Number: 667758-1825  
License Type(s): 41, 58, 66, 77  
Applicant Name(s):  
ABC LLC  
JOHNSON, JAMES NOAH  
TEST ABC  
DBA: ABC BAR AND GRILL  
Premises Address: 3927 LENNANE DR STE 100, SACRAMENTO, CA 95834

Your application will not be reviewed until payment is received. You have 24 hours to pay the application fees after it is submitted, or your application will be voided. If the application is voided, refunds will be made payable to the applicant(s) and may take 6-8 weeks to process. Once the application is voided, you must start a new application if you wish to reapply.

After ABC receives the application fees, ABC staff will review the application and contact you with further instructions. Your application is not yet accepted. You may be required to provide additional documents and payments during the application investigation. ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your Alcoholic Beverage License Application page.

**PAY NOW**

If you have logged out of your account, you will need to log back in and go to **Manage -> Applications** and click **View License Applications**. From your application list, select the Payment action to view payments due.

## Online License Application Instructions

| Alcoholic Beverage License Applications                   |                |          |               |                                            |            |         | <a href="#">NEW APPLICATION</a>       |
|-----------------------------------------------------------|----------------|----------|---------------|--------------------------------------------|------------|---------|---------------------------------------|
| App ID                                                    | Submitted Date | Status   | Primary Owner | Business Address                           | Fee Due    | Actions |                                       |
| 667758-1825                                               | 06/11/2025     | FEES DUE | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$3,189.00 |         |                                       |
| Total Pages: 1 Go to Page: <input type="text" value="1"/> |                |          |               |                                            |            |         | Rows per page: 10 1-1 of 1            |
|                                                           |                |          |               |                                            |            |         | <a href="#">View Summary Document</a> |
|                                                           |                |          |               |                                            |            |         | <a href="#">Payment</a>               |

The Payment Details table will show all fees due. Click Pay Now to make your payment.

## Payment

### Application Details

|                     |                                            |
|---------------------|--------------------------------------------|
| Application Status: | FEES DUE                                   |
| App ID:             | 1825                                       |
| License Types:      | 41, 58, 66, 77                             |
| Applicant Names:    | ABC LLC<br>JOHNSON, JAMES NOAH<br>TEST ABC |
| DBA Name:           | ABC BAR AND GRILL                          |
| Premises Address:   | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 |

### Payment Details

The Total Amount Due must be paid now in order for your application to proceed.

| Type              | Qty  | Description                        | Fee Type    | Fee Amount | Amount Due |
|-------------------|------|------------------------------------|-------------|------------|------------|
| 41                | M    | On-Sale Beer & Wine - Eating Place | 41 - ANN 25 | \$550.00   | \$550.00   |
| NA                | M    |                                    | NA - APP 25 | \$1,105.00 | \$1,105.00 |
| 58                | -001 | Caterer's Permit                   | 58 - DOR 25 | \$280.00   | \$280.00   |
| 77                | -001 | Event Permit                       | 77 - DOR 25 | \$270.00   | \$270.00   |
| 66                | -001 | Controlled Access Cabinet Permits  | 66 - DOR 25 | \$984.00   | \$984.00   |
| Total Amount Due: |      |                                    |             |            | \$3,189.00 |

[PAY NOW](#)

Select your payment method and click **Next**. A non-refundable convenience fee will be added to all credit card payments.

## Online License Application Instructions

\* Indicates required field

| Payment                          |
|----------------------------------|
| Payment ID: 6849bbbadc231567d9dd |
| License Number: 667758           |
| Licensee Name(s): ABC APPLICANT  |
| Payment Type: LICAPP             |

| Choose Method Of Payment                                                          |
|-----------------------------------------------------------------------------------|
| Pay with new account                                                              |
| <input type="radio"/> Pay by electronic check                                     |
| <input checked="" type="radio"/> Pay by credit card                               |
|  |
| <b>Back</b> <b>Next</b> <b>Exit</b>                                               |

Enter your payment information and click **Next**.

\* Indicates required field

| Billing Address                            |
|--------------------------------------------|
| <input type="checkbox"/> Use Business Name |
| First Name: ABC                            |
| M.I.:                                      |
| Last Name: Applicant                       |
| *Street Line 1: 3927 Lennane Drive         |
| Street Line 2:                             |
| *City: Sacramento                          |
| *State: California                         |
| *Zip: 95834                                |
| *Country: UNITED STATES                    |
| Phone:                                     |
| *E-Mail: ABC.Online.Application@gmail.com  |

| Payment Details              |
|------------------------------|
| *Payment Amount: 3189.00 USD |
| Convenience Fee: 95.35 USD   |

| Payment Method                      |
|-------------------------------------|
| *Name on Card: ABC Applicant        |
| *Card Number: 4111111111111111      |
| *Expiration Date: * Month 01        |
| * Year 2028                         |
| <b>Back</b> <b>Next</b> <b>Exit</b> |

## Online License Application Instructions

Review your payment information and click **Pay Now**.

|                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Address</b>                                                                                                                |
| <b>Billing Address:</b><br>ABC Applicant<br>3927 Lennane Drive<br>Sacramento, CA 95834<br>ABC.Online.Application@gmail.com    |
| <b>Payment Method</b>                                                                                                         |
| Credit Card <br>ABC Applicant<br>x1111 01/28 |
| <b>Payment Amount</b>                                                                                                         |
| <b>Amount:</b> 3189.00 USD<br><b>Convenience Fee:</b> 95.35 USD<br><hr/> <b>Total: 3284.35 USD</b>                            |
| <a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>                                                             |

When your payment is complete, you can print your payment receipt.

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| <b>Payment Was Received</b>                  |                                            |
| A payment was received for your application. |                                            |
| <b>Date:</b>                                 | June 11, 2025                              |
| <b>Applicant Names:</b>                      | ABC LLC<br>JOHNSON, JAMES NOAH<br>TEST ABC |
| <b>Payment Amount:</b>                       | \$3,284.35                                 |
| <b>Authorization/Confirmation Number:</b>    | 25061127466431                             |
| <b>Application ID:</b>                       | 1825                                       |
| <a href="#">PRINT</a>                        |                                            |

Your payment receipt will also include Next Steps.

## Online License Application Instructions

### Next Steps

You may be required to provide additional documents and payments during the application review and investigation. ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your [Alcoholic Beverage License Applications](#) page.

### Uploading Documents

You may be required to upload additional documents during the investigation of your application. If you have additional documents to upload now, click on the **UPLOAD DOCUMENTS** button.

**UPLOAD DOCUMENTS**

To upload your documents later, you may go to the [Alcoholic Beverage License Applications](#) page and select the Upload Documents option from the Actions menu.

### Payments Page

To view the Payments page, click on the **PAYMENT** button. You can also view the Payments page by going to the [Alcoholic Beverage License Applications](#) page and selecting the Payment option from the Actions menu.

**PAYMENT**

## Managing a Submitted Application

Only the contact person can view a submitted application. To view the submitted application, select **Manage** and click **Applications**. Click **View License Applications**.

**Alcoholic Beverage License**

Apply for an Alcoholic Beverage License. For more information, please visit [How to Apply](#).

**APPLY FOR A NEW LICENSE**

**VIEW LICENSE APPLICATIONS**

Once the fees have been paid, the application status will be **Initial Review**. This means that staff are currently reviewing your submitted application.

| Alcoholic Beverage License Applications |                |                |               |                                            |         |         | <a href="#">+ NEW APPLICATION</a> |
|-----------------------------------------|----------------|----------------|---------------|--------------------------------------------|---------|---------|-----------------------------------|
| App ID                                  | Submitted Date | Status         | Primary Owner | Business Address                           | Fee Due | Actions |                                   |
| 667758-1825                             | 06/11/2025     | INITIAL REVIEW | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$0.00  |         | <a href="#">⋮</a>                 |

You can view a summary of your application, upload documents, or view your payments.

## Online License Application Instructions

| Alcoholic Beverage License Applications                   |                |                |               |                                            |         |         | <a href="#">+ NEW APPLICATION</a>                                                                    |
|-----------------------------------------------------------|----------------|----------------|---------------|--------------------------------------------|---------|---------|------------------------------------------------------------------------------------------------------|
| App ID                                                    | Submitted Date | Status         | Primary Owner | Business Address                           | Fee Due | Actions |                                                                                                      |
| 667758-1825                                               | 06/11/2025     | INITIAL REVIEW | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$0.00  |         | <a href="#">View Summary Document</a><br><a href="#">Upload Documents</a><br><a href="#">Payment</a> |
| Total Pages: 1 Go to Page: <input type="text" value="1"/> |                |                |               |                                            |         |         | Rows per page: 10 ▾ 1-1 of 1  < < > >                                                                |

You cannot change any of the data you entered once the application is submitted. If you need to change any of the information, please contact your local [district office](#). ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your Alcoholic Beverage License Application page.

### Additional Payments

If additional payments are required during the review and investigation of your application, you will receive an email notification and can make those payments online.

Your application status will return to Fees Due until you complete the payment.

| Alcoholic Beverage License Applications                   |                |          |               |                                            |          |         | <a href="#">+ NEW APPLICATION</a>     |
|-----------------------------------------------------------|----------------|----------|---------------|--------------------------------------------|----------|---------|---------------------------------------|
| App ID                                                    | Submitted Date | Status   | Primary Owner | Business Address                           | Fee Due  | Actions |                                       |
| 667758-1825                                               | 06/11/2025     | FEES DUE | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$189.00 |         | ⋮                                     |
| Total Pages: 1 Go to Page: <input type="text" value="1"/> |                |          |               |                                            |          |         | Rows per page: 10 ▾ 1-1 of 1  < < > > |

## Online License Application Instructions

Hello ABC Applicant,

The following license application has additional fees due within 3 business days:

New Application Status: FEES DUE  
License Application Number: 667758-1825  
License Type(s): 41, 58, 66, 77  
Applicant Name(s):  
ABC LLC  
JOHNSON, JAMES NOAH  
TEST ABC  
DBA: ABC BAR AND GRILL  
Premises Address: 3927 LENNANE DR STE 100, SACRAMENTO, CA 95834

After ABC receives the additional fees, ABC staff will continue to review the application and contact you with further instructions. You may be required to provide additional documents and payments during the application investigation. ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your Alcoholic Beverage License Application page.

We would like to provide you with the best possible service and your input is vital to our success. Please help us serve you and others better by taking a few minutes to respond to our [Customer Service Survey](#).

If you have questions regarding this license application or the additional fees due, please contact the local district office.

**PAY NOW**

Should you have any questions, please call (916) 318-6435 or email [onlineservices@abc.ca.gov](mailto:onlineservices@abc.ca.gov)

### Upload Documents

If you have additional documents to upload, select the Actions menu and choose **Upload Documents**. You can only upload documents while the application is in Initial Review or Pending status.

# Online License Application Instructions

| Alcoholic Beverage License Applications                   |                |                |               |                                            |         |         | <a href="#">NEW APPLICATION</a>                                                                      |
|-----------------------------------------------------------|----------------|----------------|---------------|--------------------------------------------|---------|---------|------------------------------------------------------------------------------------------------------|
| App ID                                                    | Submitted Date | Status         | Primary Owner | Business Address                           | Fee Due | Actions |                                                                                                      |
| 667758-1825                                               | 06/11/2025     | INITIAL REVIEW | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$0.00  |         |                                                                                                      |
| Total Pages: 1 Go to Page: <input type="text" value="1"/> |                |                |               |                                            |         |         | <a href="#">View Summary Document</a><br><a href="#">Upload Documents</a><br><a href="#">Payment</a> |
| Rows per page: 10 1-1 of 1                                |                |                |               |                                            |         |         |                                                                                                      |

Click the **Upload** button to upload documents in the appropriate categories. Documents must be less than 100 MB. You can upload the following file types: Portable Document Format File (.pdf), Microsoft Excel Document (.xls), Microsoft Excel Open XML Document (.xlsx), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), and Plain Text File (.txt).

### Upload Documents

Click on the **UPLOAD** button to upload documents in the appropriate categories. You can upload the following file types: JPEG Image (.jpg), Microsoft Excel Document (.xls), Microsoft Excel Open XML Document (.xlsx), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Plain Text File (.txt), Portable Document Format File (.pdf).

Documents with the same name will not be allowed to be uploaded to the same tile.

#### Individual Personal and Financial Affidavits

Upload the signed Individual Personal Affidavits ([Form ABC-208-A](#)) and Individual Financial Affidavits ([Form ABC-208-B](#)) for the required parties listed on the Form ABC-208-A instructions.

 **UPLOAD**

#### Licensed Premises Documents

Upload the Licensed Premises Diagram ([Form ABC-257](#)), circle the area to be licensed (preferably in red), Zoning Affidavit ([Form ABC-255](#)) and any other premises related documents.

 **UPLOAD**

#### Entity Documents

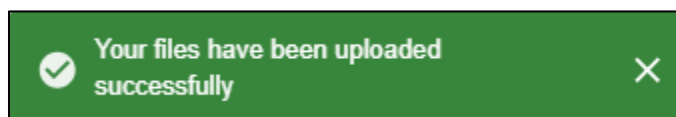
Upload documentation for your entity type, such as your Articles of Incorporation, Meeting Minutes, Operating Agreement, or equivalent documents.

 **UPLOAD**

#### Other Documents

 **UPLOAD**

A message will confirm your documents were uploaded successfully.



## Online License Application Instructions

After you have uploaded your documents, click **Save and Close**. You will see a list of the documents you have uploaded, along with their upload date. You cannot change or delete documents once you have uploaded them.

| Uploaded Documents |               |
|--------------------|---------------|
| Upload Date        | Document Name |
| 06/11/2025         | corp1.docx    |
| 06/11/2025         | llc1.docx     |
| 06/11/2025         | 208a1.docx    |
| 06/11/2025         | 211sig.docx   |
| 06/11/2025         | 257.docx      |
| 06/11/2025         | 140.docx      |
| 06/11/2025         | 208a1.docx    |

## Review and Investigation

After the Initial Review is complete and all fees have been paid, the application status will change to Pending.

| Alcoholic Beverage License Applications |                |         |               |                                            |         |  NEW APPLICATION |
|-----------------------------------------|----------------|---------|---------------|--------------------------------------------|---------|-------------------------------------------------------------------------------------------------------|
| App ID                                  | Submitted Date | Status  | Primary Owner | Business Address                           | Fee Due | Actions                                                                                               |
| 667761-1829                             | 06/11/2025     | PENDING | ABC LLC       | 3927 LENNANE DR STE 100, SACRAMENTO, 95834 | \$0.00  |                  |

You will also receive an email notifying you that the status is Pending.

## Online License Application Instructions

Your application has been accepted and is now pending, but not yet approved. It will next be assigned to a Licensing Representative and ABC staff will contact you with further instructions. You may be required to provide additional documents and payments during the application review and investigation. ABC staff may make changes to your application if information needs to be added or corrected. These changes will be communicated to you but will not be reflected on your Alcoholic Beverage License Application page.

We would like to provide you with the best possible service and your input is vital to our success. Please help us serve you and others better by taking a few minutes to respond to our [Customer Service Survey](#).

Log in to manage your applications.

LOG IN

An ABC Licensing Representative may request additional information, documents, or payments during the investigation process.

### Application Approval

If the application is approved, you will receive a notification email that the license has been issued. You will receive your license at the mailing address on the application in 3-4 weeks.

## Online License Application Instructions

Congratulations, your alcoholic beverage license application has been approved and the license will be issued. ABC will mail out the license to the mailing address provided on the application within 3 to 4 weeks. Please allow up to 24 hours for your license to appear Active on License Lookup.

If the license was issued under CCR Rule 64(b) or you requested a designated issue date, the license will be issued and mailed according to the actual issue date.

We would like to provide you with the best possible service and your input is vital to our success. Please help us serve you and others better by taking a few minutes to respond to our [Customer Service Survey](#).

Log in to manage your applications.

**LOG IN**

You will also receive a letter with a validation code to create a License Administrator account. The contact person for the application will not automatically become the License Administrator.

The License Administrator is the person responsible for managing your license online. It must be the licensee, or someone authorized by the licensee to perform functions on their behalf. If the License Administrator is not a licensee, you must acknowledge, understand, and agree that the License Administrator has the authority to act for and on your behalf with respect to any information provided or changes made through ABC Online Services. You also accept full responsibility for, and shall be liable for any violation of law based upon, any information provided or changes made by the License Administrator.