

PEACHTREE CITY POLICE DEPARTMENT

SUBJECT
*Alcoholic Beverage Handling Permit
Application*

EFFECTIVE DATE
3-12-2013

NEW
 REVISED

FORM NO.
PD-0059

DATE OF REINDED REVISION: 2/11

APPLICATION FOR ALCOHOLIC BEVERAGE HANDLING PERMIT QUICK GUIDE

****YOU MUST READ THIS CHECKLIST PRIOR TO TURNING IN YOUR ALCOHOL PERMIT APPLICATION AND ENSURE THAT EACH ITEM IS FOLLOWED IN ITS ENTIRETY**

- Complete the application in full. **Include all arrests. Failure to list arrests will result in a denial.**
- Attach a copy of your driver's license or identification card. **The Police Department does not make copies and the application will not be accepted without a copy of your license or ID card.**
- Either have your employer complete the form that is included in this packet verifying you work at the establishment(s) you listed, or attach a letter from your employer verifying that you work for them. Please see below for RENEWAL requirements.
- IF YOU ARE RENEWING A PERMIT**, you must attach a certificate or a letter from your employer stating that you have completed the required alcohol awareness and ordinance course as provided by your employer. In lieu of a letter or certificate, your employer can complete the form included in this packet verifying that you completed their prescribed awareness course.
- You must be eligible to work in the United States. If you do not have a social security number issued to you, you must have a valid work visa. Attach a copy of your work visa. All applicants must complete the form included in this packet that is entitled "Affidavit Verifying Status for City Public Benefit Application".
- If you have not lived in Georgia for 5 years or more, you MUST include a CERTIFIED copy of your criminal history from any state that you resided in within the last 5 years. PLEASE NOTE THAT THE CRIMINAL HISTORY NEEDS TO COME FROM THE STATE OR COUNTY GOVERNMENT THAT YOU ARE REQUESTING IT FROM – NOT AN ONLINE SERVICE PROVIDER (Unless the state provides a CERTIFIED copy through their state website).**
- Submit the application portion of this packet and pay the \$25, non-refundable, permit fee. **We accept cash, check or money order – NO credit/debit cards please.** PLEASE NOTE THAT A DETERMINATION OF ELIGIBILITY FOR A PERMIT CANNOT BE MADE UNTIL THE APPLICATION HAS BEEN PROCESSED. Applications can be turned into the Police Department Monday – Friday 8am through 4pm.
- You will be provided with a date and time that you can return to have your permit issued. **Our current appointment times are Tuesdays and Thursdays between 9am and 11am, and 2pm and 4pm.**

SOLICITUD DE PERMISO DE MANIPULACION DE BEBIDAS ALCOHOLICAS

***USTED DEBE LEER ESTA LISTA DE COMPROBACION ANTES DE ENTREGAR SU SOLICITUD DE PERMISO DE ALCOHOL Y ASEGURARSE DE QUE CADA REGLAS SE SIQUE EN SU TOTALIDAD**

- La solicitud complete en su totalidad. Incluir todas las detenciones. La falta de informar de detenciones tendra como resultado una negacion.
- Adjunte una copia de la licencia de conducir o tarjeta de identificacion. El Departamento de Policia no hace copias y las solicitud no sera aceptada sin una copia de la licencia o tarjeta de identificacion.
- Adjuntar carta de las empresas que acredite que usted trabaja en su establecimiento, o van a trabajar una vez que reciba un permiso. (Hay un modelo de carta adjunta que usted puede usar).
- Ademias, si va a renovar un permiso, debera adjuntar un certificado o carta de su empleador que indique que has terminado una conciencia sobre el alcohol y el campo de la ordenanza conforme lo dispuesto por su empleador. (Hay un modelo de carta adjunta que usted puede usar).
- Usted debe sere legible para trabajar en los Estados Unidos. Si usted no tiene numero de seguro social emitido a usted, usted debe tener una visa de trabajo valida adjunte una copia de su visa de trabajo.
- Si no has vivido en Georgia durante 5 años o más, debe incluir una copia certificada de una verificación de antecedentes penales de cualquier Estado residía antes en Georgia.
- Presentar una solicitud al Departamento de Policía y pagar \$ 25, los derechos de licencia no reembolsables. Tenga en cuenta que no se realiza la determinación de la elegibilidad para un permiso hasta que la solicitud haya sido procesada. La aplicación puede ser presentada al Departamento de Policía de L-V 8 - 4 pm.
- Se le proporcionará con un día y hora en que se puede volver a tener su permiso emitido. Nuestros días y tiempos actuales son los martes y jueves 09 a.m.-11 a.m. y 14:00 y 16:00.

FAQS

Q: Am I required to obtain a permit for each establishment that I work at?

A: No. Only one permit is required regardless of how many establishments you work at. You must, however, list all current employers and update this list with the Police Department when you change employers. You may obtain your permit from Peachtree City, Fayetteville, or Tyrone. You can work in any of these three cities with a permit issued by any of the three Police Departments.

Q: How old must I be to obtain a permit?

A: You must be at least 18 years of age.

Q: What crimes will prevent me from being allowed to obtain a permit?

A: Alcoholic Beverage Handling Permits shall not be issued to anyone who has pled guilty to or been convicted of, or entered a plea of nolo contendere to any misdemeanor or felony relating to illegal gambling, soliciting for prostitution, pandering, letting premises for prostitution, keeping a disorderly place, illegal drugs/narcotics, theft, **crimes of violence**, sexual offenses, **or any other crime opposed to the decency, morality, or public welfare (including identity and credit card fraud) within the preceding 5 years** from the date of their application for a handling permit. Additionally, Alcoholic Beverage Handling Permits will not be issued to any person who is serving probation for a felony sentence involving any felony described above.

Alcoholic Beverage Handling Permits shall not be issued to any person who has pled guilty more than once, or has been convicted more than once of a violation of the provisions of this chapter, or any similar provisions from any other jurisdiction or state law relating to the manufacturer, sale or use of alcoholic beverages.

Alcoholic beverage handling permits shall not be issued to any person who has pled guilty to, or has been convicted of a violation of the provisions of this chapter, or any similar provisions from any other jurisdiction or state law, or convicted of a violation of **any offense relating to the manufacture, sale, or use of alcoholic beverages, to include driving under the influences of alcohol, within the preceding two years.**

PLEASE NOTE THAT ANYTHING OTHER THAN A SUCCESSFUL DEFERMENT, ACQUITTAL, OR A DISMISSAL WILL COUNT AS A CONVICTION. THIS MEANS THAT PLEAS OF GUILTY, NOLO CONTENDERE, UNCOMPLETED OR UNSUCCESSFUL FIRST OFFENDER, AND/OR UNCOMPLETED OR UNSUCCESSFUL DEFERMENT WILL PREVENT YOU FROM BEING ISSUED A PERMIT.

Q: What can I do if I am denied a permit?

A: If you are denied a permit, you can write an appeal letter to Chief Moon. In this letter, you should detail any circumstances that you would like to be considered when your appeal goes before the Appeals Board. The Appeals Board is comprised of the Chiefs of Police from Peachtree City, Fayetteville, and Tyrone. Once your written appeal letter has been received, the Appeals Board will review your letter and make a determination. You will be notified in writing of the decision. This decision is final.

Q: When must I renew my permit?

A: Each Permit must be renewed on an annual basis and by the date listed on the currently issued permit. **YOU MUST INCLUDE A CERTIFICATE OR LETTER FROM YOUR EMPLOYER ATTESTING TO YOUR COMPLETION OF AN ALCOHOL AWARENESS AND ORDINANCE COURSE AS PROVIDED BY YOUR EMPLOYER.**

Q: Is the \$25 a one-time fee?

A: No, the \$25 must be paid annually at the time of renewal.

Q: If I have been convicted of a Minor in Possession of Alcohol or DUI, can I still obtain a permit?

A: If you have been convicted of Minor in Possession of Alcohol or of a DUI within the 2 years prior to the submission of this application, you will be DENIED the permit. Remember that conviction under this ordinance includes a guilty plea, adjudication of guilty, nolo contendere, or an indictment.

Q: Am I required to display my permit while I'm working?

A: Yes. While you are working, you must display your handling permit at all times. You may display it in any method most comfortable for you, so long as it is completely exposed to anyone who wishes to read it.

APPLICATION FOR ALCOHOLIC BEVERAGE HANDLING PERMIT

Is This a Renewal? Yes If No, Skip the Next Question.
 If Yes, What is Your Permit #?: _____

Today's Date: _____

Applicant's Name:			Applicant's Home Address:			Home Telephone #:		
_____			_____			() _____		
Last	First	Middle	Street #	Street Name		Apt. #.		Cellular Telephone #:
_____	_____	_____	_____	_____		_____		() _____
Date of Birth:			Social Security Number:		Sex:		Driver's License Number:	
____/____/____			____-____-____		<input type="checkbox"/> Male <input type="checkbox"/> Female		_____	
Month Day Year							State of Issuance: _____	
Name of Employer <i>If you work at more than 1 business, please list all.</i>		Address of Employer:			Employer's Telephone #:		Job Title:	
_____		_____			_____		_____	
_____		_____			_____		_____	
_____		_____			_____		_____	

The fact of an arrest record shall be used for investigative purposes only and shall give rise to no presumption or inference of guilt. Due to the inclusion of arrest information, these applications shall be regarded as confidential and shall not be produced for public inspection without a court order.

List What You Were Arrested For:	Date of Arrest:	What City/County Were You Arrested In?	Which Law Enforcement Agency Arrested You?

Omissions regarding arrest information will automatically preclude the applicant from being issued a permit. List all arrests regardless of how long ago. If you cannot remember, please make an educated guess.

FOR POLICE DEPARTMENT USE ONLY

Name of Staff Member Accepting Application: _____	Date: ____/____/____
Name of Staff Member Completing Background Check: _____	Date: ____/____/____
Name of Staff Member Printing and Issuing Permit: _____	Date: ____/____/____

CHECKLIST TO BE COMPLETED BY STAFF MEMBER PRINTING AND ISSUING PERMIT PRIOR TO PROCESSING THE APPLICANT'S BADGE

<input type="checkbox"/>	Applicant Information Page (Pg 4)	<input type="checkbox"/>	Public Benefit Application (Pg 9)
<input type="checkbox"/>	CH Consent Page (Pg 5)	<input type="checkbox"/>	Letter of Acknowledgement (Pg 10)
<input type="checkbox"/>		<input type="checkbox"/>	Copy of Driver's License, ID Card
<input type="checkbox"/>	Employment Verification Page <i>May be Pg 7 or a letter from employer**</i>	<input type="checkbox"/>	Copy of Work Visa is no SS # issued
<input type="checkbox"/>	RENEWAL ONLY Alcohol Awareness Course <i>May be Pg 8, a certificate, or letter from employer**</i>	<input type="checkbox"/>	Copy of 5 year CH, if needed
<input type="checkbox"/>	Processing Fee Paid		

**PEACHTREE CITY POLICE DEPARTMENT
CRIMINAL HISTORY CONSENT FORM**

(Visa, Adoption, Licensing, Employment – Purpose Code E)

Full Name (printed): _____
Last First Middle

Address: _____
Street # Street Name Apt. # (is applicable)

City State Zip

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State: _____

Race: _____ Sex: _____

How long have you resided at your current address? _____

List previous addresses for the last 10 years:

One of the following must be checked:

- This authorization is valid for 90 / 180 days (circle either number) from the date of signature.
- I, _____, give consent to the above named to perform periodic criminal history background checks for the duration of employment with this company.
Write your name

Authorizing Signature: _____

ALCOHOL HANDLING PERMIT EMPLOYMENT VERIFICATION LETTER

Date: _____

I, _____, as the _____ of
(Name of Manager/Business Owner) (Title)

_____ swear and affirm that _____
(Name of Establishment) (Name of Applicant)

is an employee of my establishment, or will be as soon as granted an Alcohol Handling Permit.

Manager's / Supervisor's / Owner's Signature

**ALCOHOL HANDLING PERMIT
ALCOHOL AWARENESS AND ORDINANCE COURSE LETTER
ONLY REQUIRED FOR RENEWALS**

Date: _____

I, _____, as the _____ of
(Name of Manager/Business Owner) (Title)

_____ swear and affirm that _____
(Name of Establishment) (Name of Applicant)

has completed the annual alcohol and ordinance awareness course as required by Peachtree City's City Ordinance 6-127.

Manager's / Supervisor's / Owner's Signature

Affidavit Verifying Status for City Public Benefit Application

By executing this affidavit under oath, as an applicant for a City of Peachtree City, Georgia Business License or Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Peachtree City Alcohol Handling Permit, I am stating the following for _____ as a representative of
(the name of person applying on behalf of the business, corporation, partnership, or other private entity)

(The name of the business, corporation, partnership, or other private entity)

- 1) I am a United States Citizen
- 2) I am a legal permanent resident of the United States and am 18 years of age or older. Please include Alien Registration Number below signature.*
- 3) I am a qualified alien or non-immigrant under the Federal Immigration and National Act and am 18 years of age or older, and am lawfully present in the United States.*

*OCGA 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 USC, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Number and Document Source

In making the above statement under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of OCGA Section 16-10-20.

Signature of Applicant

Printed Name

Alien Registration number for non-citizens

NOTARIZATION REQUIRED

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

Notary Public

My Commission Expires: _____

LETTER OF ACKNOWLEDGEMENT

I understand that if I am convicted, plead guilty or plead nolo contendere to any misdemeanor or felony relating to illegal gambling, soliciting for prostitution, pandering, letting premises for prostitution, keeping a disorderly place, illegal drugs/narcotics, theft, crimes of violence, sexual offenses, or any other crime opposed to the decency, morality, or public welfare (including identity and credit card fraud) or any offense relating to the manufacture, sale, or use of alcoholic beverages (including Minor in Possession of Alcohol and Driving Under the Influence) after being issued an alcohol handling permit, that I must return said permit to the Peachtree City Police Department. I further understand that continuing to work after being convicted; pleading guilty or pleading nolo contendere that I am in violation of the Peachtree City Ordinance 6-127, Alcoholic Beverage Handling Permits, and I will be issued a citation for violating this ordinance.

I understand that upon changing employers or obtaining an additional job where I will use my Alcohol Handling Permit, I will need to furnish proof of employment to the Peachtree City Police Department prior to working. This proof can be submitted to the department Monday through Friday, 8:00am to 5pm.

Signature of Applicant

Date