

Alcohol Application Process

1. The applicant will receive an application packet from the County Clerk. *The packet will include the Alcohol Application, Privacy Rights Statement, Alcohol Ordinance, and Alcohol Ordinance Affidavit.*
2. The applicant will return the completed application to the County Clerk for review. *The Business licenses and lease agreement (if the applicant is not the property owner) must be attached to the completed application.*
3. The County Clerk will schedule an appointment with the TAC Officer at the Sheriff's Office on behalf of the applicant for a background check and finger print.
4. The applicant will be given an appointment time with the TAC Officer to get a background check and finger print done at the Sheriff Department.
5. The applicant must put his/her application in an envelope that will be provided by the County Clerk.
6. The TAC Officer will put the results of the background check and finger print in the same envelope and seal it in front of the applicant.
7. The TAC Officer will hand deliver all documents to the Sheriff. *If the Sheriff is out of town for more than 1 day, the TAC Officer will contact the County Clerk to pick up the documents directly from her and the County Clerk will hand deliver the documents to the Sheriff when he returns.*
8. The Sheriff will review all documents, research character, and utilize any other pertinent information to make a recommendation.
9. The Sheriff will reseal the envelope and contact the County Clerk to pick up documents.
10. The County Clerk will review all documents to make sure all required documentation has been received.
11. The County Clerk will give the documents to the County Manager for review and recommendation.
12. After the County Manager's review, the Commissioners will vote on the application at the next scheduled Regular Monthly Meeting. The County Clerk will contact the applicant to let him/her know whether the application was approved or denied. *If denied, the applicant will need to follow the appeals process located on the Privacy Rights Notice he/she received at the beginning of the process.*

BEN HILL COUNTY GEORGIA
BEER, WINE, & LIQUOR APPLICATION

1. NAME OF BUSINESS. _____
2. BUSINESS ADDRESS. _____
3. CITY _____ STATE _____ ZIP _____
4. BUSINESS PHONE _____ HOME PHONE _____
5. APPLICANT NAME AND ADDRESS: _____

6. APPLICANT SOCIAL SECURITY NUMBER _____
APPLICANT DATE OF BIRTH _____
7. BUSINESS LOCATION: A. MAP/PARCEL: _____ B.) ZONING _____
8. LOCATION MANAGER(S) _____

9. IS APPLICANT AN AMERICAN CITIZEN OR ALIEN LAWFULLY ADMITTED FOR
PERMANENT RESIDENCY? () YES () NO

OWNERSHIP INFORMATION

10. CORPORATION (IF APPLICABLE): DATE CHARTERED: ____/____/____
11. MAILING ADDRESS: _____
NAME OF BUSINESS: _____
ATTENTION: _____
ADDRESS _____
12. OWNERSHIP TYPE:
CORPORATION: _____ PARTNERSHIP: _____ INDIVIDUAL _____
13. CORPORATE NAME: _____

LIST NAME AND OTHER REQUIRED INFORMATION FOR EACH PERSON HAVING INTEREST IN THIS BUSINESS.

NAME	POSITION	SOCIAL SECURITY NUMBER	ADDRESS	INTEREST
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14. WHAT TYPE OF BUSINESS WILL YOU OPERATE IN THIS LOCATION?

RESTAURANT _____ LOUNGE _____ CONVENIENCE STORE _____

MANUFACTURER _____ DISTRIBUTOR _____

OTHER: (DESCRIBE) _____

15. LICENSE INFORMATION	BEER	WINE	LIQUOR
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RETAIL PACKAGE DEALER	()	()	()
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CONSUMPTION ON PREMISES	()	()	()
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WHOLESALE	()	()	()
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16. HAVE YOU EVER APPLIED FOR AN ALCOHOL BEVERAGE LICENSE BEFORE? _____
IF SO, GIVE YEAR OF APPLICATION AND ITS DISPOSITION.

17. ARE YOU FAMILIAR WITH GEORGIA AND BEN HILL COUNTY LAWS REGARDING THE SALE OF ALCOHOLIC BEVERAGES? _____ IF YES, PLEASE INITIAL. ()

18. HAS ANY LIQUOR BUSINESS IN WHICH YOU HOLD, OR HAVE HELD, ANY FINANCIAL INTEREST, OR ARE EMPLOYED, OR HAVE BEEN EMPLOYED, EVER BEEN CITED FOR ANY VIOLATION OF THE RULES AND REGULATIONS OF BEN HILL COUNTY OR THE STATE REVENUE COMMISSION RELATING TO THE SALE AND DISTRIBUTION OF DISTILLED SPIRITS? IF SO, GIVE FULL DETAILS.

19. HAVE YOU BEEN ARRESTED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES, FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? ***(DO NOT INCLUDE TRAFFIC VIOLATIONS WITH THE EXCEPTION OF ANY TRAFFIC OFFENSES PERTAINING TO ALCOHOL OR DRUGS)***. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY ARE DISMISSED. GIVE REASON CHARGED OR HELD, DATE, & PLACE WHERE CHARGED AND ITS DISPOSITION.

20. LIST OWNER OR OWNERS OF BUILDING AND PROPERTY.

21. STATE DISTANCE OF LOCATION IN MILES TO CITY LIMITS OF FITZGERALD.

22. IF A NEW APPLICATION, STATE THE STRAIGHT LINE DISTANCE FOR THE PROPERTY LINE OF THE NEAREST SCHOOL, CHURCH, LIBRARY OR PUBLIC RECREATION AREA TO THE WALL OF THE BUILDING WHERE ALCOHOL BEVERAGES ARE SOLD.

A.) CHURCH. _____

B.) SCHOOL _____

C.) LIBRARY _____

D.) PUBLIC RECREATION _____

23. STATE OF GEORGIA, BEN HILL COUNTY, I, DO SOLEMNLY SWEAR, SUBJECT TO THE PENALTIES OF FALSE SWEARING, THAT THE STATEMENTS AND ANSWERS MADE BY ME AS THE APPLICANT ON THE FORGOING ALCOHOLIC BEVERAGE APPLICATION ARE TRUE.

(APPLICANT SIGNATURE)

24. I HEREBY CERTIFY THAT _____ IS PERSONALLY KNOWN TO BE, THAT HE/SHE SIGNED HIS/HER NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE/SHE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE HEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE.

THIS _____ DAY OF _____, 20 _____.

NOTARY PUBLIC

(SEAL)

THIS APPLICATION HAS BEEN REVIEWED AND APPROVAL IS RECOMMENDED BY THE UNDERSIGNED OR THEIR DESIGNEE.

COUNTY MANAGER

SHERIFF

ALCOHOL LICENSES FEES

REVISED 06/02/2020

1. Consumption on Premises Beer	\$455
2. Retail Beer	\$325
3. Consumption on Premises Wine	\$975
4. Retail Wine	\$975
5. Retail Liquor	\$6,500

Wholesale 03/02/2021

1. Beer	\$1,000
2. Wine	\$1,000
3. Liquor	\$1,500

Liquor by the Drink (Consumption on Premises)

1. Private Club	\$1,500
2. Restaurant	\$2,000
3. Night Club	\$2,500

Ben Hill County
Non-Criminal Justice Applicant's
Privacy Rights

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information are generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

I, _____, received a copy of the Ben Hill County Privacy Rights and Privacy Act Statement.

Applicant Signature

Date

County Clerk

Date