

HOW TO APPLY FOR AN ALCOHOLIC BEVERAGE LICENSE IN ELKTON, KENTUCKY:

STEP 1: Advertise your intention to apply for an ABC license(s) *one time* in the *Todd County Standard*. An officer of the newspaper must complete an affidavit of publication. Attach the completed affidavit of publication form and the newspaper clipping to your application.

The advertisement shall state the name and address of the applicant. It shall state the members of the partnership if the applicant is a partnership, and membership of the LLC if the applicant is an LLC, as well as the name of the business and its address. If the applicant is a corporation, the advertisement shall state the names and addresses of the principal officers and directors of the corporation, as well as the name and address of the corporation itself. All advertisements shall state the location of the premises for which the licenses sought, and the type of license for which application is made.

No license may be considered for approval until the 30 day protest period from the day your advertisement was published has passed.

Please do not submit an advertisement that is over 90 days old.

STEP 2: Applicants must attach copies of statewide police criminal background checks, from all states where they resided during the past five (5) years. For Kentucky dial (502) 573-1682 or go to <http://www.courts.ky.gov>. Attach background checks for all primary officers of a privately owned Corporation or LLC and for any person who owns more than 10%. Attach background checks for the three highest officers of a publicly traded Corporation, the Trustee if the private Corporation is owned in whole or part by a Trust, and the three highest officers of any entity that owns the Corporation or LLC in whole or part. For non-profit organization, attach background check for the highest ranking director or officer. Kentucky criminal background checks may be up to six months old when submitted. Out of State background checks may be up to twelve months old when submitted.

STEP 3: Attach a full copy of the completed Commonwealth of Kentucky Basic Application for Alcoholic Beverage License with all required documentation.

STEP 4: Submit application(s) with payment of the \$50.00 non-refundable application fee to the City of Elkton.

STEP 5: After the Elkton ABC Administrator has approved or denied the application, all original state documents will be returned to you. Approved applications shall then be delivered to the Kentucky Department of Alcoholic Beverage Control.

STEP 6: Upon approval and receipt of State ABC License, bring your State ABC License to Elkton City Hall. A copy of your State ABC License will be placed in the file.

STEP 7: Once the city receives a copy of your state ABC License, the city's License Fee balance (license fee less non-refundable application fee) shall be paid to the city and a City ABC License will be issued.