

REQUIRED DOCUMENTS FOR NEW NON-RESIDENT SELLER'S PERMIT

PERMIT FEES: \$150.00 (IMPORTING LESS THAN 100 CASES)
\$250.00 (IMPORTING 100 CASES OR MORE)

**(PERMIT EFFECTIVE FOR ONE (1) CALENDAR YEAR,
JANUARY 1ST THRU DECEMBER 31ST; regardless of issue date)**

1. **APPLICATION FORM:** This application should be filled out completely and must be notarized. **Form AB-0018**
2. **DECLARATION OF CITIZENSHIP:** This form **MUST** be completed by each person holding 5% or more stock/interest in the company when applying for a Non-Resident Liquor Sellers Permit. (*Public Chapter 1061*) Proof of citizenship (see options on form) must be attached. **Form AB-0116**
3. **FEDERAL BASIC PERMIT:** A copy of the Federal Basic Permit (www.ttb.gov) should be submitted with the Non-Resident Seller's application.
4. **THINGS OF VALUE:** A list of any trips, prizes, and/or things of value given to a Tennessee licensee must be submitted. This list should include the name/address of the licensee, the item(s) provided and the value of item(s) provided.
5. **TENNESSEE WHOLESALERS:** A list of all Tennessee wholesalers where all alcoholic beverages are to be shipped.

PLEASE COMPLETE THE BELOW IF YOU HAVE A DISTILLER'S REPRESENTATIVE (SALES REP)

6. **DISTILLER'S REPRESENTATIVE FORM:** This application must be filled out completely by the representative and notarized. **This applies only to those that will be representatives who will be visiting the State of Tennessee to represent the company with the Wholesaler(s), Retailer(s) or participating in a Consumer Education Seminar.** **Form AB-0030**
7. **AFFIDAVIT TO ACCOMPANY APPLICATION FOR DISTILLER'S REPRESENTATIVE PERMIT:** This affidavit must be completed by a Company Official, signed by the Distiller's Representative Applicant and notarized. **Form AB-0029**
8. **DECLARATION OF CITIZENSHIP:** This form **MUST** be completed by the person applying for the Distiller's Representative Permit. Proof of citizenship (see options on form) must be attached **Form AB-0116**

AFTER YOU OBTAIN LICENSING WITH THE STATE YOU MUST CONTACT THE TENNESSEE DEPARTMENT OF REVENUE TO REGISTER YOUR BRANDS

9. **REGISTRATION OF BRANDS:** All brands and labels must be registered and approved by the Tennessee Department of Revenue prior to any shipments into the state. To obtain brand and label registration applications, contact Kelly Emerson at 615.532.5692 or email at Kelly.emerson@tn.gov or brand.registration@tn.gov.