



**Join TABC in the fight against Human Trafficking**

REGISTRY NUMBER

**CAREFULLY READ ALL INSTRUCTIONS**

Renew through AIMS. Completing your renewal on paper will take **SIGNIFICANTLY LONGER** than using AIMS. Completing a paper renewal **WILL** result in delays in the approval of your renewal. .

Type of license or permit being renewed:

- |  |   |
|--|---|
| <input type="checkbox"/> BF Retail Dealer's Off-Premise License                  | <input type="checkbox"/> P Package Store Permit           |
| <input type="checkbox"/> BQ Wine and Malt Beverage Retailer's Off-Premise Permit | <input type="checkbox"/> Q Wine Only Package Store Permit |

1. LICENSE/PERMIT NUMBER: _____	2. EXPIRATION DATE: _____
3. Trade Name: _____	
4. Location Address: _____ _____	5. Mailing Address: _____ _____
6. Owner of Business/Applicant (Name of Corporation, LLC, etc.): _____	

**QUALIFICATIONS**

7. Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	
8. Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Texas Alcoholic Beverage Code? If "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	
9. Have there been changes since your original application that have not been reported on this or previous applications? If "YES," indicate below or attach explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	
10. Is the applicant, a veteran-owned business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Is the applicant, a Historically Underutilized Business (HUB)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Does applicant require employees to attend a seller training course?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**PRIMARY CONTACT PERSON**

The primary contact person should be a person who can answer questions TABC may have about the application. The contact phone and email are mandatory and must be active and updated regularly. If additional information is needed, it will be requested from this contact person. Delays in responding to requests may delay the processing and approval of your permit/license.

13. Name:	Relation to Business:
Phone (mandatory):	Email (mandatory):

TABC FIELD OFFICE DATESTAMP

TABC HEADQUARTERS DATESTAMP

LICENSE/PERMIT NUMBER: \_\_\_\_\_

FORM OFF-PREM

**WARNING: Sec. 101.69** of the Texas Alcoholic Beverage Code is as follows: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

### ACKNOWLEDGMENT

<b>IMPORTANT</b>	<b>If Applicant is:</b>	<b>Who Must Sign:</b>
	Individual	Individual Owner
	Partnership	Partner
	Corporation	Officer
	Limited Partnership	General Partner
	Limited Liability Partnership	General Partner
	Limited Liability Company	Officer or Manager

*See chart on left to determine who must sign*

**PRINT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

Before me, the undersigned authority, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SEAL

**SIGN  
HERE ▶**

\_\_\_\_\_  
NOTARY PUBLIC



**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**  
*Texans Helping Businesses & Protecting Communities*

## RENEWAL INSTRUCTIONS

The easiest way to renew your license or permit is through the Alcohol Industry Management System (AIMS). Log in to AIMS. [link to AIMS portal] You can get started with AIMS by visiting our How to Use Aims page. Completing your renewal on paper will take **SIGNIFICANTLY LONGER** than using AIMS. Completing a paper renewal **WILL** result in delays in the approval of your renewal. Do **not** submit application by mail if you renew in AIMS.

**RENEW by mail:** Enter license/permit and business information in questions 1 through 6. Tradename and mailing address changes can be made directly on this form by entering the current information in the designated spaces (questions 3-5). Any other changes will require additional forms. Contact your local TABC office or the Licensing Division at 512-206-3360.

**CHANGES:** The license/permit holder is responsible for notifying TABC of all organizational changes at any level of the business structure. Failure to do so may result in the cancellation of your license/permit.

Sign this application before a notary public. **Retain a copy of this renewal for your records.**

**STATE FEES:** Please visit [Fees](#) to determine your amount due.

**PAYMENTS:** Must be paid with a cashier's check, money order or company check payable to the Comptroller of Public Accounts. The postmark date will serve as proof of timely filing.

**MAIL** your renewal, bond (if required), and total amount due to:

**TABC  
PO Box 13127  
Austin TX 78711-3127**

**LATE FILINGS:** If you do not file this application before your expiration date, *your license/permit will expire and you must cease operations*. Your renewal may be filed within 30 calendar days after your expiration date. A \$100 late fee will be required for **each** license/permit, in addition to all fees. **If you fail to renew before the end of this 30-day grace period, you must apply for an original license/permit.**

**OTHER FEES:** Please note additional fees may be due to your city/county. It is your responsibility to contact these authorities to determine what amounts, if any, may be due and pay those fees. Failure to pay fees due to the city or county may result in administrative action by the commission and/or delays in the issuance of your renewal license or permit.

For forms and additional information visit our [Forms Page](#)