YOU MUST MEET THE 30 DAY REQUIREMENT LISTED BELOW OR YOUR APPLICATION WILL NOT BE ACCEPTED.

You are only eligible to apply if:

- **Sole Proprietorship**: You’ve been a resident of South Carolina for at least 30 days.
- **General Partnership**: Partners have been residents of South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporation (LLC), Limited Liability Partnerships (LLP)**: Entity has been registered with the South Carolina Secretary of State (SCSOS) for at least 30 days.

Submit all of the following documents for any entity type:

1. Completed application, signed, dated, and notarized
2. **Nonrefundable filing fees**
   - $300 beer and wine
   - $200 liquor
3. Completed ABL-946 for each principal
4. Completed ABL-920 for each principal
5. Criminal record check (CRC) for all principals that is less than 90 days old. Request a CRC from the State Law Enforcement Division (SLED) at [www.sled.sc.gov](http://www.sled.sc.gov) or mail the completed CRC form and proper payment to SLED Records Department, PO Box 21398, Columbia, SC 29221-1398. If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED. If principal is not a SC resident, the statewide CRC must be submitted from the current state of residency. Attach a disposition for any charge that does not list the court charge.
6. The ad receipt or ad affidavit from the approved newspaper listed on the ABL-32. The ad cannot be more than 90 days old from the last publication date. **Not required for beer/wine wholesalers.**
7. Sales Retail License Number. Apply online at [MyDORWAY.dor.sc.gov](http://MyDORWAY.dor.sc.gov) or call SCDOR at 1-844-898-8542 if you don’t have your number.
8. Completed ABL-977 or a copy of your lease. If subleased, provide a copy of the assignment of lease.

**Additional required documents (does not apply to sole proprietor):**

- **Corporation**
  - Articles of Incorporation issued by the SCSOS
- **Foreign Corporation**
  - Certificate of Authority to do Business in South Carolina issued from the SCSOS
- **LLC**
  - Articles of Organization issued by the SCSOS and the LLC Operating Agreement or ABL-919
- **LLP**
  - Articles of Organization issued by the SCSOS and the Partnership Agreement

**Upon approval you will be required to submit:**

- License and/or permit fees
- A certificate of coverage (Accord 25) of at least $1 million of liquor liability insurance or general liability insurance with a liquor liability endorsement
<table>
<thead>
<tr>
<th>License Type</th>
<th>Nonrefundable Filing Fee</th>
<th>License Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Brewery or Winery (PWY)</td>
<td>$ 300</td>
<td>$ 400 biennially</td>
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<tr>
<td>Seven Day Winery (P7W)</td>
<td>$ 300</td>
<td>$ 1,500 biennially</td>
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<tr>
<td>Domestic Winery (PDW)</td>
<td>$ 300</td>
<td>$ 400 biennially</td>
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<tr>
<td>Beer and/or Wine Wholesaler (PWB)</td>
<td>$ 300</td>
<td>$ 2,200 biennially</td>
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<tr>
<td>Liquor Manufacturer (PML)</td>
<td>$ 200</td>
<td>$ 50,200 biennially</td>
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<tr>
<td>Liquor Wholesaler (PWL)</td>
<td>$ 200</td>
<td>$ 20,200 biennially</td>
</tr>
<tr>
<td>Liquor Micro-Distillery (PMD)</td>
<td>$ 200</td>
<td>$ 5,200 biennially</td>
</tr>
</tbody>
</table>

1. Legal entity name or sole proprietor
6. Trade name (doing business as)
2. Physical location of business (no PO Box)
7. Business phone number
8. FEIN/SSN
9. Nature of business
10. Sales Retail License Number (if required)
11. Email
12. Is the business within SC municipal limits?
13. Has this location been previously licensed to sell beer, wine, and/or liquor?
14. Do you have any ownership interest on any other distribution tier?

If the corporation is publicly traded, an officer or other employee must be designated to hold the license. This person must be of good moral character, over the age 21, and a SC resident. This person should be included on the ABL-946 along with any other principals of the corporation.

Name of designated officer or other employee:

File Number: 43091024
DESIGNATED AGENT

You must designate a person to receive all notices from the SCDOR concerning your license and/or permit. These notices will be sent to the person at the mailing address provided in question 3. It is your responsibility to keep the SCDOR informed of any change of designated agent or mailing address as the law will presume you received all notices sent to the address you have given us.

Name of Designated Agent

CONTACT PERSON

The contact person must be a principal listed on the ABL-946, Consent and Waiver.

Attorneys are only required to submit a Letter of Representation.

SLED will conduct an investigation on this application, and will need to meet with the contact person at the location for which you are seeking a license and/or permit to discuss the business and ownership of the business. Provide the name and phone numbers (daytime and evening) of the contact person who can meet with the SLED agent for this purpose.

Name of Contact Person

Phone Number (daytime)

Phone Number (evening)

If the agent is unable to contact the Contact Person or if the Contact Person cannot discuss the ownership of the business, your application will be delayed.

Applications take at least six to eight weeks to process. If the application is denied by the SCDOR, this process will be delayed. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

I certify that this business meets the legal requirements under South Carolina law for the license and/or permit type for which this application is being filed. For a general summary of the qualifications and legal requirements for beer, wine, and liquor permits and licenses, see ABL-975. Beer, wine, and liquor are governed by SC Code of Laws Title 61, Chapters 2, 4, and 6; Title 12 Chapters 21 and 33; Title 20 Chapter 7, and Title 33 Chapter 42. Regulations are found in Chapter 7 of the Code of Regulations. Read the full code sections at dor.sc.gov/policy.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

SWORN to and subscribed before me this __________ day of __________, year of __________

Notary Public for _____________________________

My Commission Expires: _____________________________

Notary (legal signature) _____________________________

Notary (printed name) _____________________________

Principal’s Signature _____________________________

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual’s Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.
What you need to know

- The SCDOR cannot issue a license and/or permit to anyone that owes delinquent taxes, penalties, or interest.

- If an entity who is not an individual applies for a license and/or permit, all principals of the entity must also apply. See SC Code Sections 61-2-160 and 61-2-100 at dor.sc.gov/policy.

- To apply, you must allow information about your South Carolina taxes to be shared with any party.

- The information that may be shared includes, but is not limited to, information about delinquent taxes, penalties and interest, outstanding liabilities, or information concerning failure to file returns.

- You are waiving your rights under SC Code Sections 12-54-240 and 30-2-1. You can read the full code sections at dor.sc.gov/policy.

- Anyone applying for a license and/or permit authorizes SC Law Enforcement Division (SLED) to perform a criminal records check. SCDOR has the right to share that information with other principals or applicants to process the application or any renewal.

Complete a Consent and Waiver for each principal. Use the applicable number below for each principal.

Principal Types:

1. The owner (for sole proprietors only)
2. All officers of the business or entity which owns the business
3. All partners (limited partners that cannot exercise management control do not need to sign)
4. All persons who own 25% or more of the value of the business or entity
5. All persons who own 25% or more of the combined voting power of the business or entity
6. A manager of a limited liability company which is managed by managers
7. A member of the limited liability company which is managed by members
8. Any fiduciary who manages, controls title, or is otherwise in control of the business
9. All employees who will have day-to-day operational management responsibility for the business or entity
10. The designated license holder (designated agent) of a publicly traded corporation (must be a resident of SC)
11. All other principals not specified above. If not a publicly traded corporation, list all stockholders.
12. All officers and directors of a nonprofit organization

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.
File Number: ________________

Legal entity name or sole proprietor ___________________________ FEIN/SSN ________________

Name ___________________________ ___________________________

Home Address (No PO Box) ___________________________ ___________________________

City ___________________________ State ___________ Zip ___________

Month/Date/Year of SC Residency ___________________________ Date of Birth ___________________________

SSN ___________________________ FEIN ___________________________

Principal Type (1-12; see page 1) ___________ Percent of Ownership ___________

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or alcoholic liquors revoked or suspended in this state or any other state? ______ Yes ______ No If yes, you must attach an explanation.

Have you been convicted of a crime in South Carolina or any other state? ______ Yes ______ No If yes, you must attach an explanation.

This Consent and Waiver is effective as of the date sworn on this form. It may be revoked in writing by signing and notarizing form ABL-946R, or until the applicable permit or license is terminated or revoked.

Principal's Signature ___________________________

_____________________________ ___________________________
Notary Public for ___________________________
My Commission Expires: ___________________________
Notary (legal signature) ___________________________
Notary (printed name) ___________________________

SWORN to and subscribed before me this ________ day of ________, year of ________

_____________________________ ___________________________
Notary Public for ___________________________
My Commission Expires: ___________________________
Notary (legal signature) ___________________________
Notary (printed name) ___________________________

If more than two principals are applying, submit additional ABL-946s.

44222024
Each principal who is an individual must complete this form, as required by SC Code Section 8-29-10 and Title 61.

The undersigned ___________ of ___________, being first duly sworn deposes and states as follows:

Print clearly first, middle, and last name ___________________________________________

Home address (no PO boxes) ______________________________________________________

City, state, and ZIP _____________________________________________________________

Name change/alias: Yes ☐ No ☐ If yes, list: __________________________________________

Check ONLY one box: See Instructions and Definitions for accepted documents. Principals must be at least 21 years old.

☐ 1. I am a United States Citizen.

☐ 2. I am a Legal Permanent Resident.

☐ 3. I am a Qualified Alien under the Federal Immigration and Nationality Act, Public Law 82-44.

☐ 4. I am a Foreign Citizen, and resident of _________________ Country of residency

and reside at _________________ Street address _________________ City, state, and ZIP

☐ 5. Other (Explain): ________________________________

Date of Birth __________________________________________ Alien Registration Number ______________________________

MUST ATTACH A COPY OF ALL IMMIGRATION DOCUMENTS

This affidavit must be completed by all principals or the license application will be denied. This affidavit will also apply during any renewal. Any change in immigration or citizenship status must immediately be reported to the SCDOR. Willfully making a false statement on this affidavit is a felony punishable by fines and/or imprisonment.

Under penalty of perjury and recognizing that I am subject to the criminal and civil penalties imposed by Title 12 of the South Carolina Code of Laws, I declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct, and complete.

Principal's Signature

SWORN to and subscribed before me this __________, day of __________, year of __________

Notary Public for ______________________________________________________________

My Commission Expires: ______________________________

Notary (legal signature) ______________________________

Notary (printed name) ______________________________
Instructions and Definitions

Check box 1 –

If you are a **US Citizen** by birth or naturalization.

Check box 2 –

If you are a **legal permanent resident** and you are not a US citizen, but are residing in the US under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

Check box 3 –

If you are a **qualified alien**. You are a qualified alien if you are:

- an alien who is lawfully admitted for permanent residence under the INA;
- an alien who is granted asylum under Section 208 of the INA;
- a refugee who is admitted to the United States under Section 207 of the INA;
- an alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year;
- an alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3);
- an alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- an alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980;
- an alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

Check box 4 –

If you are a nonimmigrant and you are an alien who seeks temporary entry to the US for a specific purpose. The alien must have a permanent residence abroad (for most classes of admission) and qualify for the nonimmigrant classification sought. The nonimmigrant classifications include: foreign government officials, visitors for business and for pleasure, aliens in transit through the US, treaty traders and investors, students, international representatives, temporary workers and trainees, representatives of foreign information media, exchange visitors, fiancé(e)s of US citizens, intracompany transferees, NATO officials, religious workers, and some others. Most nonimmigrants can be accompanied or joined by spouses and unmarried minors (or dependent) children.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

Accepted Immigration Documents:

- Unexpired Foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)
The information provided is for general guidance only. It should not be considered, or substituted for legal advice. The SCDOR's staff will not provide legal advice. Read the laws, regulations, and applicable court decisions carefully before applying.

Applications take at least six to eight weeks to process. If the application is denied by the SCDOR this process will be delayed. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

Mail application to:
SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Applicable laws:
Beer, wine, and alcoholic liquors are governed by SC Code of Laws Title 61, Chapters 2, 4, and 6, Title 12 Chapters 21 and 33, Title 20 Chapter 7, and Title 33 Chapter 42. Find regulations in Chapter 7 of the Code of Regulations. Laws and regulations are available at dor.sc.gov/policy. All applicable legal statutes and regulations are not included in this application.

GENERAL QUALIFICATIONS

A. Qualifications of applicants for all license types:
   1. All principals, officers, and employees must be at least 21 years old, be of good moral character, be a legal resident of or have legal authority to be in the United States, and must be a legal resident of South Carolina for 30 days prior to submitting an application to the SCDOR.

   2. The applicant must be the owner of the business seeking the license.

   3. The applicant must not have had a beer and wine permit revoked within the last two years or liquor license revoked within the last five years.

   4. The proposed business can apply for a Sales Retail License for $50 at dor.sc.gov/register. If you will be charging admission, apply for a free Admissions Tax License at dor.sc.gov/register.

   5. Check with the city and county authorities to ensure you are in compliance with zoning laws and local business license requirements.

B. Tax liabilities:
   A license and/or permit cannot be issued if the applicant or any principals have any outstanding tax liabilities with the SCDOR.

C. Sign posting:
   1. A SLED agent will post and remove a sign at the proposed place of business.

   2. This sign must remain posted for 15 days. It can only be removed by the SLED agent. If the sign is removed by anyone other than the SLED Agent, contact the SCDOR or SLED immediately.
D. Newspaper advertisements:

1. A Notice of Application must be placed at least once a week for three consecutive weeks in a newspaper approved by the SCDOR for the proposed business.
2. The notice must:
   (a) be in the legal notices section of the newspaper or an equivalent section if the newspaper has no legal notices section;
   (b) be in large type, covering a space of one column wide and at least two inches deep; and
   (c) state the type of license and/or permit applied for and the exact location of the proposed business. An applicant applying for both a Beer and Wine Permit and a Liquor License may use the same advertisement for both if the SCDOR approves the advertisement.
3. The ad receipt from the approved newspaper must be submitted before the application can be processed.
4. The Affidavit of Publication must be submitted and approved by the SCDOR before a license and/or permit can be issued.
5. If applying as a sole proprietor, the ad must run in the owner's name. If applying as a corporation, the ad must run in the corporation's name. Ads that are run in trade names (doing business as) will be denied.

If you are unsure, contact the ABL section at 803-898-5864 before placing the ad in the newspaper.

E. Finding the correct newspaper to publish your advertisement:

1. Refer to the Approved Newspaper for ABL Legal Advertisement (ABL-32) to determine the approved newspaper for the city or county where the proposed business is located.
2. If the city is not listed, the county newspaper must be used. If the wrong newspaper is used, the ad will have to rerun in the approved newspaper. The newspapers that are approved for the county are directly below the county and are in bold print.
3. If your business is located in the city, the newspapers that are approved for the city are directly below the city that is in italic print.

If you are unsure, contact the ABL section at 803-898-5864 before placing the ad in the newspaper.

Example:

Orangeburg County
Times & Democrat
HOLLY HILL
Holly Hill Observer
SANTEE
Santee Striper

If your business is located in Elloree, a city in Orangeburg County, which is not listed under Orangeburg County, publish your advertisement in the Times & Democrat.

If your business is located Santee, a city, which is listed under the city of Santee for Orangeburg County, publish your advertisement in the Santee Striper or Times & Democrat.
### Approved Newspapers for ABL Legal Advertisements

ABL-32 (Rev. 9/6/19)

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<thead>
<tr>
<th>County</th>
<th>Newspapers</th>
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<tbody>
<tr>
<td>Abbeville County</td>
<td>Press &amp; Banner</td>
</tr>
<tr>
<td>Aiken County</td>
<td>Aiken Standard, The State, NORTH AUGUSTA, The Star</td>
</tr>
<tr>
<td>Allendale County</td>
<td>People-Sentinel</td>
</tr>
<tr>
<td>Anderson County</td>
<td>Independent Mail, BELTON, HONEA PATH, PELZER, The Journal, PIEDMONT, WILLIAMSTON, The Journal</td>
</tr>
<tr>
<td>Bamberg County</td>
<td>Advertizer-Herald</td>
</tr>
<tr>
<td>Barnwell County</td>
<td>People-Sentinel</td>
</tr>
<tr>
<td>Beaufort County</td>
<td>Beaufort Gazette, Bluffton Today, Island Packet</td>
</tr>
<tr>
<td>Berkeley County</td>
<td>Berkeley Independent Post &amp; Courier, GOOSE CREEK, Goose Creek Gazette, NORTH CHARLESTON, North Charleston News, SUMMERVILLE, Summerville Journal-Scene</td>
</tr>
<tr>
<td>Calhoun County</td>
<td>Calhoun Times Leader</td>
</tr>
<tr>
<td>Charleston County</td>
<td>Post &amp; Courier, NORTH CHARLESTON, North Charleston News, SUMMERVILLE, Summerville Journal-Scene</td>
</tr>
<tr>
<td>Cherokee County</td>
<td>Gaffney Ledger, Spartanburg Herald, GAFFNEY, Cherokee Chronicle, Gaffney Ledger, BLACKSBURG, Gaffney Ledger</td>
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<tr>
<td>Chester County</td>
<td>News &amp; Reporter</td>
</tr>
<tr>
<td>Chesterfield County</td>
<td>The Link, Chesterfield News &amp; Shopper, CHERAW, The Link, JEFFERSON, Progress Journal, MT. CROGHAN, Progress Journal, PAGELAND, Progress Journal</td>
</tr>
<tr>
<td>Dillon County</td>
<td>The Dillon Herald</td>
</tr>
<tr>
<td>Dorchester County</td>
<td>Post &amp; Courier, ST GEORGE, Eagle-Record, SUMMERVILLE, Summerville Journal-Scene</td>
</tr>
<tr>
<td>Edgefield County</td>
<td>Edgefield Advertiser</td>
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<tr>
<td>Fairfield County</td>
<td>The Voice of Fairfield County, The State</td>
</tr>
<tr>
<td>Florence County</td>
<td>Morning News, News Journal</td>
</tr>
<tr>
<td>Georgetown County</td>
<td>Georgetown Times, PAWLEYS ISLAND, Coastal Observer</td>
</tr>
<tr>
<td>Greenwood County</td>
<td>Index Journal, WARE SHOALS, Observer</td>
</tr>
<tr>
<td>Hampton County</td>
<td>Hampton Guardian</td>
</tr>
<tr>
<td>Horry County</td>
<td>Sun News, CONWAY, The Horry Independent, GARDEN CITY/MURRELS INLET, Myrtle Beach Herald, LORIS, Loris Scene, MYRTLE BEACH/SURF SIDE BEACH, Myrtle Beach Herald, NORTH MYRTLE BEACH, North Myrtle Beach Times</td>
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<tr>
<td>Jasper County</td>
<td>Jasper County Sun Times</td>
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<tr>
<td>Kershaw County</td>
<td>Chronicle Independent, The State</td>
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<tr>
<td>Laurens County</td>
<td>The Advertiser, The Clinton Chronicle</td>
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<tr>
<td>Lee County</td>
<td>Lee County Observer</td>
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<td>Marion County</td>
<td>Marion Star/Mullins Enterprise</td>
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<td>Marlboro County</td>
<td>Herald-Advocate</td>
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<td>Newberry County</td>
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