



For your application to be processed you must fulfill ALL of the following requirements:

ABL 904 Checklist:

1. Completed application, signed, dated and notarized.
2. Submit nonrefundable filing fees, if applicable.
3. Submit an Affidavit of Publication from the newspaper running your ad. The affidavit must include a copy of your ad. If you have just started your ad in the newspaper and have not received the ad and affidavit, you **must** include the receipt from the newspaper with your application. Forward the ad and affidavit from the newspaper as soon as the newspaper provides it to you. Your license/permit cannot be issued until this is received.
4. Must complete the ABL-946 "Consent and Waiver."
5. All principals must attach a criminal records check (CRC), not more than 90 days old. If the principal has lived in SC for more than 2 years, obtain the CRC from SLED at **www.sled.state.sc.us** or SLED Headquarters, Criminal Records Department, 4400 Broad River Rd., P.O. Box 21398, Columbia, SC 29221. If the principal has lived in SC less than 2 years, obtain a statewide CRC from previous state of residency AND a CRC from SLED. If principal is not a SC resident, obtain a statewide CRC from current state of residency.
6. Submit a copy of your signed lease. If you own the property you must submit a copy of the deed or tax bill.
7. Attach completed Verification of Lawful Presence in the United States (ABL-920) for each applicant and principal. Each principal, officer, owner, member, and/or partner **MUST** sign this form. If applicable, include his/her non-citizen alien registration number and attach a copy of all appropriate immigration documents.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR
SPECIAL BAKERY LICENSE**

ABL-904
(Rev. 10/15/14)
4346

Mail to: SCDOR, ABL Section, Columbia, SC 29214-0907
Telephone: (803) 898-5864 DOR Website: www.dor.sc.gov

For Office Use Only

▶ File Number _____

▶ License Period Ending _____

▶ DLN _____

▶ DLN _____

▶ _____ 14-3976

▶ SLED 34-3973-9100

PLEASE PRINT OR TYPE ALL INFORMATION

Nonrefundable Filing Fee	License Fee	Total Fees Biennially
\$200	\$1,200	\$1,400

1. Owner, Partnership, or Corporate Charter Name _____

2. Physical Location of Business Required (No. P.O. Box)

_____ STREET

CITY COUNTY (REQUIRED) STATE ZIP

3. Mailing Address (For All Correspondence)

_____ STREET

CITY COUNTY STATE ZIP

4. Type of Ownership

Sole Proprietor (one owner) Partnership (two or more owners) LLC/LLP

SC Corporation Date Inc. _____ Foreign Corporation (Attach Copy of Articles or Certificate of Authority)

Non-Profit Organization Other (Explain) _____

5. Trade Name (Doing Business) _____

6. Business Phone Number _____ Daytime Phone Number _____

7. SSN/FEIN _____

8. Email Address _____

9. Location of Records (No P.O. Box) _____

Section 61-6-720. Notwithstanding any other provision of this title, a person who operates in this State a bakery for the preparation of food items, in which food items alcoholic beverages are used as ingredients, and which food items are manufactured for and sold at wholesale, must apply for a special bakery food manufacturer's license from the department, in accordance with Section 61-6-100(2), or from a retailer licensed pursuant to Section 61-6-100(3), or from a manufacturer in containers holding greater quantities of alcoholic liquor than wholesalers or retailers have authority to sell.

10. HAS THIS LOCATION BEEN PREVIOUSLY LICENSED TO SELL BEER, WINE AND/OR ALCOHOLIC LIQUORS?
IF YES PRINT NAME OF BUSINESS AND BEER, WINE AND LIQUOR LICENSE PERMIT NUMBER.

A. PREVIOUS OPERATOR'S LICENSE NUMBER:

B. NAME OF BUSINESS :

(Full organization name including trade name)

DESIGNATED AGENT

- A. You must **designate a person to receive all notices** from the Department of Revenue concerning your permit/license. These notices will be sent to the person at the **mailing address shown in question 3**. It is your responsibility to keep the department advised of any change regarding this person or your mailing address as the law will presume you received all notices sent to the address you have given us. Must be 21 years of age and a resident of South Carolina.

Name of Designated Agent: _____ Date of Birth: _____

Home Address of Designated Agent _____
STREET ADDRESS, CITY, STATE, ZIP (NO PO BOX)

CONTACT PERSON

- B. The S.C. State Law Enforcement Division 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 permit or license, to discuss the business and ownership of the business. Give the name and telephone numbers (daytime and evening) of the contact person who can meet with the SLED agent for this purpose.

Name of Contact Person _____

Telephone Number _____ (daytime)

Telephone 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.

Processing of this application may take six to eight weeks, or more. If the application is denied by the Department or protested by a member of the public or law enforcement, it could take up to six months or more for a hearing to be held and a decision made on the application by the Administrative Law Court.

If applying for an off-premises beer and wine permit, wholesale beer and wine permit, or 7-day beer and wine permit, I do hereby stipulate that I will not permit the on-premise consumption of beer and wine on the licensed premises. I understand that a violation of this stipulation will be a violation against the permit and shall constitute sufficient grounds to suspend or revoke the beer and wine permit.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license or permit. I consent to the inspection of the premises covered by this license or permit by any agent of the SC Department of Revenue or any law enforcement officer.

I have read the instructions to this application and to the best of my knowledge, all information provided with this application is true and accurate.

SWORN to and subscribed before me this

_____ day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (L.S.) _____

Notary (printed name) _____

Applicant (owner, partner, or corporate officer)

Social Security Privacy Act Disclosure

It is mandatory that you provide your social security number on this tax form. 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 SC Department of Revenue shall 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**.
- SCDOR has the right to share information with other principals or applicants to process the application or any renewal.

Complete an ABL-946 for each principal.

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 _____ Percent of Ownership _____

Select one: Owner Corporate Officer Partner Member (LLC) Manager (LLC) Employee/Manager
 Nonprofit Officer Fiduciary Publicly traded agent

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.**

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

Notary Public for _____

My Commission Expires: _____

Notary (legal signature) _____

Notary (printed name) _____

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

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.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL PRESENCE IN THE
UNITED STATES - APPLICANT AND PRINCIPALS**

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 _____ ,
Print clearly first, middle, and last name Home address (no PO boxes)
_____ being first duly sworn deposes and states as follows:
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)



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**GENERAL INFORMATION FOR BEER, WINE,
AND ALCOHOLIC LIQUOR APPLICATIONS**

ABL-904
Instructions
(Rev. 8/25/14)
4423

LEGAL DISCLAIMER

The information provided here is for general guidance only. It should not be considered as, or substituted for, legal advice. The department's staff is not permitted to give legal advice. Please read the laws, regulations, and applicable court decisions carefully before applying.

Processing of applications may take six to eight weeks, or more. If the application is denied by the department or protested by a member of the public or law enforcement, it could take up to six months or more for a hearing to be held and a decision made on the application by the Administrative Law Court.

This information in this form does not constitute all of the statutes and regulations established by law. See SC Code of Laws and Regulations at the Department's Website: <http://www.dor.sc.gov>

Mail application to:

SC Department of Revenue, ABL Section, Columbia, SC 29214-0907.

Telephone (803) 898-5864, FAX (803) 896-0110, DOR Website: <http://www.dor.sc.gov>

Apply Online: <http://www.scbos.com>

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. Regulations can be found in Chapter 7 of the Code of Regulations. The SC Code of Laws and Regulations can be accessed over the web at <http://www.dor.sc.gov>, <http://www.myscgov.com> or at your local public library.

GENERAL QUALIFICATIONS

A. Qualifications of applicants for all license types:

1. A Sole Proprietor must be 21 years of age, be of good moral character, be a legal resident of the United States and **must be a legal resident of South Carolina for 30 days prior to submitting an application to this department.**
2. The applicant must be the owner of the business seeking the license and must not previously have had a license revoked within the past five years.
3. All principals, officers, agents, and employees listed on the license must be over the age of 21 and be of good moral character. **A current criminal history background check of not more than 90 days old, on each principal, officer, and employee must accompany this application.**
4. You must obtain a sales tax retail license to conduct business and if charging admission you must obtain an admissions tax license. To obtain a retail license complete form SCDOR-111 or visit our website and register online at SCBOS and pay a \$50 license fee. An admissions tax license may be obtained by completing form L-514 which can also be found on our website. There is no charge for this license. If completing SCDOR-111 and/or L-514 you may attach it to this application with a separate check for the fee, or you may mail it to the address on the respective forms.
5. Please check with the city and/or county authorities to insure you are in compliance with zoning laws and local business license requirements.

B. Tax liabilities:

A license or permit cannot be issued if the applicant or any principal has any outstanding tax liabilities with the SC Department of Revenue.

C. Sign posting:

1. An agent of the S.C. State Law Enforcement Division (SLED) must post and remove a sign at the proposed place of business.
2. This sign must remain posted for at least fifteen days, and may be removed only by the SLED agent. If the sign disappears before the SLED Agent removes it, contact the S.C. Department of Revenue or SLED immediately. Permits/Licenses will not be issued until the afternoon of the fourth day after the sign is taken down by Agent; unless your published ad provides for a later date.

44231017

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 department for your area.
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 applied for and the exact location of the proposed business. (An applicant applying for both a beer/wine permit and also an alcoholic liquor license may use the same advertisement for both if the department approves the advertisement.)
3. Your application may not be filed until you have furnished a receipt from the approved newspaper indicating that you have paid for the Notice of Application.
4. To complete your application, you must:
 - (a) submit your Affidavit of Publication and a copy of the ad furnished to you by the newspaper office.

SAMPLE ADVERTISEMENT

NOTICE OF APPLICATION

Notice is hereby given that _____ intends to apply to the South Carolina
(name of individual, partnership or corporation)
 Department of Revenue for a license/permit that will allow the sale and _____ premises consumption of
(on/off)
 _____ at _____
(Beer, Wine and/or liquor) (as applicable) **(exact street address, including suite or unit number, city, state and zip)**

To object to the issuance of this permit/license, written protest must be postmarked no later than

(16 days from the date of the publication of the first advertisement)

For a protest to be valid, it must be in writing, and should include the following information:

- (1) the name, address and telephone number of the person filing the protest;
- (2) the specific reasons why the application should be denied;
- (3) that the person protesting is willing to attend a hearing (if one is requested by the applicant);
- (4) that the person protesting resides in the same county where the proposed place of business is located or within five miles of the business; and,
- (5) the name of the applicant and the address of the premises to be licensed.

Protests must be mailed to: **S.C. Department of Revenue, ABL SECTION, P.O. Box 125, Columbia, SC 29214-0907;**
or faxed to: (803) 896-0110.

E. Finding the correct newspaper to publish your advertisement:

1. Refer to page 3 and find the county in which your business is located.
2. If your business is **NOT** located in the city or municipal limits, or if you do not find the city or municipality in which your business is located, **use one of the newspapers that is approved for the county in which the business is located.** County approved newspapers are the **first** newspapers listed under the **county's** name.
3. If your business is **within the city or municipal limits and that city is listed** on page 3, place your advertisement in a **newspaper listed below that city or municipality.**

If you are not sure, please call this office at (803) 898-5864 before advertising.

Orangeburg County
 Times & Democrat
 HOLLY HILL
 Holly Hill Observer
 NORTH
 North Trade Journal
 SANTEE
 Santee Striper



If your business is located in Elloree, a municipality of Orangeburg County that is **not** listed under **Orangeburg County**, you would publish your advertisement in the *Times Democrat*.



If your business is located within the city limits of Santee, a municipality that **is** listed under **Orangeburg County**, you would publish your advertisement in the *Santee Striper*.

Approved Newspapers for ABL Legal Advertisements

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

- **Abbeville County**
Press & Banner
- **Aiken County**
Aiken Standard
The State
NORTH AUGUSTA
The Star
- **Allendale County**
People-Sentinel
- **Anderson County**
Independent Mail
BELTON
News Chronicle
HONEA PATH
News Chronicle
PELZER
The Journal
PIEDMONT
The Journal
WILLIAMSTON
The Journal
- **Bamberg County**
Advertiser-Herald
- **Barnwell County**
People-Sentinel
- **Beaufort County**
Beaufort Gazette
Bluffton Today
Island Packet
- **Berkeley County**
Berkeley Independent
Post & Courier
GOOSE CREEK
Goose Creek Gazette
NORTH CHARLESTON
North Charleston News
SUMMERVILLE
Summerville Journal-Scene
- **Calhoun County**
Calhoun Times Leader
- **Charleston County**
Post & Courier
NORTH CHARLESTON
North Charleston News
SUMMERVILLE
Summerville Journal-Scene
- **Cherokee County**
Gaffney Ledger
Spartanburg Herald
GAFFNEY
Cherokee Chronicle
Gaffney Ledger
BLACKSBURG
Gaffney Ledger
- **Chester County**
News & Reporter
- **Chesterfield County**
The Link
Chesterfield News & Shopper
CHERAW
The Link
JEFFERSON
Progressive Journal
MT. CROGHAN
Progressive Journal
PAGELAND
Progressive Journal
- **Clarendon County**
Manning Times
The Item (Sumter)
- **Colleton County**
Press & Standard
Post & Courier
The Colletonian
- **Darlington County**
News & Press
HARTSVILLE
Hartsville Messenger
- **Dillon County**
The Dillon Herald
- **Dorchester County**
Post & Courier
ST GEORGE
Eagle-Record
SUMMERVILLE
Summerville Journal-Scene
- **Edgefield County**
Edgefield Advertiser
- **Fairfield County**
The Voice of Fairfield County
The State
- **Florence County**
Morning News
News Journal
- **Georgetown County**
Georgetown Times
PAWLEYS ISLAND
Coastal Observer
- **Greenville County**
Greenville Journal
Greenville News
GREER
Greer Citizen
PIEDMONT
The Journal
SIMPSONVILLE
Tribune Times
TRAVELERS REST
Travelers Rest Monitor
- **Greenwood County**
Index Journal
WARE SHOALS
Observer
- **Hampton County**
Hampton Guardian
- **Horry County**
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
- **Jasper County**
Jasper County Sun Times
- **Kershaw County**
Chronicle Independent
The State
- **Lancaster County**
Lancaster News
KERSHAW
Kershaw News-Era
- **Laurens County**
The Advertiser
The Clinton Chronicle
- **Lee County**
Lee County Observer
- **Lexington County**
The State
Free Times
BATESBURG-LEESVILLE
Twin City News
CHAPIN
Lake Murray News
IRMO
New Irmo News
LEXINGTON
Chronicle and Dispatch News
ST ANDREWS
New Irmo News
- **Marion County**
Marion Star/Mullins Enterprise
- **Marlboro County**
Herald-Advocate
- **McCormick County**
McCormick Messenger
- **Newberry County**
Newberry Observer
- **Oconee County**
The Journal
- **Orangeburg County**
Times & Democrat
HOLLY HILL
Holly Hill Observer
SANTEE
Santee Striper
- **Pickens County**
Sentinel Progress
Greenville News
CLEMSON
The Journal
- **Richland County**
The State
Free Times
Columbia Star Reporter
BLYTHEWOOD
The Country Chronicle
IRMO
New Irmo News
- **Saluda County**
Standard-Sentinel
- **Spartanburg County**
Herald-Journal
LANDRUM
News Leader
- **Sumter County**
The Item
- **Union County**
Union Times
- **Williamsburg County**
The News
- **York County**
Herald
FORT MILL
Fort Mill Times