## **Application for** Food Manufacturer's License

### APPLY FOR YOUR FOOD MANUFACTURER **LICENSE ON MyDORWAY!**

- It's faster and easier than completing a paper application and results in fewer errors.
- Many supplemental forms are included in the MyDORWAY application workflow.
- Not sure about the difference between a Food Manufacturer License and a Special Bakery License? Visit the Licenses page at dor.sc.gov/abl



Manage your tax accounts online for FREE!

Fast. Easy. Secure.

### One-stop shop!

Manage your SCDOR accounts all in one place

- Review your payment history
- Immediate access to correspondence
- Easily update your account information
  - + more!

### Why MyDORWAY?

- Access your account 24/7
- Make ACH debit or credit card payments, with no convenience fees
- Receive immediate confirmation for transactions
- Reduce errors with automatic calculations
- Control who has access to your SCDOR accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?

Visit MyDORWAY.dor.sc.gov to get started.

You'll need your FEIN or SSN, License Number, and a Letter ID or copy of your last return. Tutorials are available at dor.sc.gov/MyDORWAY



dor.sc.gov



Submit all of the following documents for any entity type:

### STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

#### **ABL-903 CHECKLIST**

**ABL-903C** (Rev. 9/17/25) 4418

Save time and paper! Complete your application on MyDORWAY at **MyDORWAY.dor.sc.gov**. See the instructions in this package for more information.

To be eligible for a new Alcohol License, you must meet the applicable requirement:

\_ LLC Operating Agreement, Partnership Agreement, or the ABL-919

- Sole Proprietorship: You must have been a resident of South Carolina for at least 30 days.
- General Partnership: The Partnership must have been formed in South Carolina for at least 30 days.
- Corporation, Limited Liability Corporations (LLCs), and Limited Liability Partnerships (LLPs): The entity must have been registered with the South Carolina Secretary of State's (SCSOS) office for at least 30 days.

1. Completed application, signed and dated
2. Completed ABL-946 for each principal
3. Completed ABL-920
<ul> <li>4. Criminal record check (CRC) for all principals that is less than 90 days old.</li> <li>If the principal is not an SC resident, the statewide CRC must be submitted from the current state of residency.</li> <li>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 at www.sled.sc.gov.</li> <li>If the principal has lived in SC for two years or more, submit the CRC from SLED at www.sled.sc.gov.</li> <li>Attach a disposition for any charge that does not list the court charges determination.</li> </ul>
5. The receipt or affidavit from the advertisement you ran in an approved newspaper. The advertisement must have run within the last 90 days. You can obtain a list of approved newspapers on the ABL-32, available at dor.sc.gov/forms.
6. Completed ABL-977 or a copy of your lease, deed, or tax bill. If subleased, provide a copy of the assignment of lease.
7. Copy of the agreement between you and the manufacturer.
LLCs, LLPs, and General Partnerships are required to submit:

dor.sc.gov

### STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

### GENERAL INFORMATION FOR BEER, WINE, AND LIQUOR APPLICATIONS

ABL-903 Instructions

(Rev. 9/17/25) 4419

The information provided is for general guidance only. It should not be considered or substituted for legal advice. SCDOR representatives will not provide legal advice. Read the laws, regulations, and applicable court decisions carefully before applying.

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court

The fastest, easiest way to submit the ABL-903 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov.** You must have a MyDORWAY account before applying for the ABL-903. To apply on MyDORWAY, start by logging in, then click the **More** tab. On the next screen, select **Apply for a New Alcohol Beverage License**.

Or you can submit the ABL-903 by:

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

Email: ABL@dor.sc.gov

#### GENERAL QUALIFICATIONS

#### A. Qualifications of applicants for all license types:

- 1. All principals, officers, and employees must be:
  - at least 21 years old
  - of good moral character
  - legal residents of or have legal authority to be in the United States, and
  - registered with the SCSOS and/or 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 and/or permit.
- 3. The applicant must not have had a Beer and Wine Permit revoked within the last two years or a Liquor License revoked within the last five years.
- 4. The proposed business can apply for a Retail Sales License for \$50. If you will be charging admission, you must also apply for a free Admissions Tax License. Both license applications are available 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.

#### SAMPLE ADVERTISEMENT

NOTICE OF	APPLICATION
Notice is hereby given that	_intends to apply to the South Carolina Department of Revenue
for a license and/or permit that will allow the sale and(on/off)	premises consumption of (beer, wine, and/or liquor)
at(exact street address, city, state and ZIP)	To object to the issuance of this license and/or permit, submit an
ABL-20 protest form by(16 days from the publication of the fir	st advertisement)
Submit the ABL-20 online at <b>MyDORWAY.dor.sc.gov</b> , or e	mail to <b>ABL@dor.sc.gov</b> .

#### Finding the correct newspaper to publish your advertisement:

- 1. Refer to the ABL-32, Approved Newspapers for ABL Legal Advertisements, to determine the approved newspaper for the municipality or county where the proposed business is located.
- 2. If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.
- 3. If your business is not located within one of the listed municipalities, you must place your ad in one of the countywide newspapers.
- 4. If you place your advertisement in an incorrect newspaper, you will have to rerun the ad in an approved newspaper.

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

### **Example:**

- HORRY COUNTY The Sun News
- Conway The Horry Independent
- Garden City Myrtle Beach Herald
- If your business is located in Aynor, a municipality which is not listed under HORRY COUNTY, you must publish your advertisement in The Sun News.
- If your business is located in **Garden City**, a municipality which **is** listed under HORRY COUNTY, you can publish your advertisement in Myrtle Beach Herald or The Sun News.

#### **Approved Newspapers for ABL Legal Advertisements**

If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.

If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.

#### • ABBEVILLE COUNTY

The Press & Banner

#### AIKEN COUNTY

Aiken Standard The State

North Augusta

The Star

#### • ALLENDALE COUNTY

The People-Sentinel

#### ANDERSON COUNTY

Independent Mail

o Belton

News-Chronicle

Honea Path

News-Chronicle

Pelzer

The Journal

Piedmont

The Journal
• Williamston

The Journal

#### • BAMBERG COUNTY

Bamberg County Leader

#### • BARNWELL COUNTY

The People-Sentinel

#### • BEAUFORT COUNTY

Bluffton Today
The Beaufort Gazette
The Island News
Hilton Head Island Packet

#### • BERKELEY COUNTY

The Berkeley Independent The Post & Courier

o Goose Creek

The Gazette

Summerville

The Summerville Journal-Scene

#### • CALHOUN COUNTY

The Calhoun Times Leader

#### • CHARLESTON COUNTY

The Post & Courier

o Summerville

The Summerville Journal-Scene

#### • CHEROKEE COUNTY

Spartanburg Herald The Gaffney Ledger

#### • CHESTER COUNTY

The News & Reporter

#### • CHESTERFIELD COUNTY

Chesterfield County News & Shopper The Link

Jefferson

Pageland Progressive Journal

o Mt. Croghan

Pageland Progressive Journal

Pageland

Pageland Progressive Journal

#### • CLARENDON COUNTY

The Manning Times
The Sumter Item

#### • COLLETON COUNTY

The Press & Standard The Post & Courier

#### DARLINGTON COUNTY

**Darlington County News & Press** 

○ Hartsville

Hartsville News Journal
The Hartsville Messenger

#### • DILLON COUNTY

The Dillon Herald

#### DORCHESTER COUNTY

The Post & Courier

∘ St. George

The Dorchester Eagle-Record

Summerville

The Summerville Journal-Scene

#### EDGEFIELD COUNTY

The Edgefield Advertiser

#### • FAIRFIELD COUNTY

The State
The Voice of Fairfield County

#### • FLORENCE COUNTY

Morning News
The News Journal

i ne News Journal

#### • GEORGETOWN COUNTY

Georgetown Times Coastal Observer

#### • GREENVILLE COUNTY

Greenville Journal
The Greenville News

Greer

The Greer Citizen

Piedmont

The Journal

#### GREENWOOD COUNTY

Index Journal

#### HAMPTON COUNTY

The Hampton County Guardian

#### HORRY COUNTY

The Sun News
The Horry Independent

Garden City

Myrtle Beach Herald

○ Loris

The Loris Scene

Murrells Inlet

Myrtle Beach Herald
• Myrtle Beach

Myrtle Beach Herald

North Myrtle Beach
 North Myrtle Beach Times

Surfside Beach
 Myrtle Beach Herald

#### • JASPER COUNTY

Jasper County Sun Times

#### KERSHAW COUNTY

Chronicle-Independent The State

#### • LANCASTER COUNTY

The Lancaster News

Kershaw

The News-Era

#### • LAURENS COUNTY

Laurens County Advertiser
The Clinton Chronicle

#### LEE COUNTY

Lee County Observer

### • LEXINGTON COUNTY

Free Times
Lexington County Chronicle
The State

Batesburg-Leesville

The Twin-City News

#### MARION COUNTY

Marion Star & Mullins Enterprise

#### MARLBORO COUNTY

Herald-Advocate

#### MCCORMICK COUNTY McCormick Messenger

#### NEWBERRY COUNTY

The Newberry Observer

#### OCONEE COUNTY

The Journal

#### • ORANGEBURG COUNTY

The Times & Democrat

#### PICKENS COUNTY

The Greenville News Pickens County Courier The Sentinel-Progress

Clemson

The Journal

#### • RICHLAND COUNTY

Free Times
The Columbia Star
The State

Blythewood

The Country Chronicle

#### SALUDA COUNTY

The Twin-City News

#### • SPARTANBURG COUNTY

Herald-Journal The Woodruff Times

#### SUMTER COUNTY

The Sumter Item

#### UNION COUNTY

Union County News

#### • WILLIAMSBURG COUNTY

The News

#### YORK COUNTY

The Herald



## STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

## APPLICATION FOR FOOD MANUFACTURER'S LICENSE

**ABL-903** (Rev. 9/17/25) 4417

dor.sc.gov

The fastest, easiest way to submit the ABL-903 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**.

File number:

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

Email: ABL@dor.sc.gov

Nonrefundable Filing Fee: \$200 License Fee: \$1,400 biennially

Expires: August 31 of even numbered years

PRINT ALL INFORMATION								
Legal entity name or sole proprietor			2.	2. Trade name (doing business as)				
3. Physical le	ocation of business (ne	o PO box)		4.	Business pho	one number	Principal's phone nu	ımber
	Stre	eet		5.	FEIN/SSN			
City	County	State	ZIP	6.	Email			
7. Mailing ad	Idress			8.	Physical loca	ition of record	s (no PO box)	
	Designate	ed agent		-  -			Street	
	Stre	eet		- <u>c</u>	ity	County	State	ZIP
City	County	State	ZIP	-				
9. Type of ov	wnership							
Sole Prop	rietor Partn	ership	]LLC/LLP					
SC Corpo	ration Date of Inc							
Foreign C	orporation State of In	C	Date of In	c		_		
Other (exp	olain)					-		

## 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 section 3. It is your responsibility to keep the SCDOF informed of any change to your 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. Accountants are only required to submit an SC-2848.					
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, phone, and email of the contact person who can meet with the SLED agent for this purpose.					
Name of Contact Person					
Phone Email					
The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. 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 the 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 63, Chapters 7, 13, 15, and 19; and Title 33, Chapter 42.					

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.

Regulations are found in Chapter 7 of the Code of Regulations. Read the full code sections at dor.sc.gov/policy.

Principal's Signature Date

#### **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.

dor.sc.gov

### STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

#### **CONSENT AND WAIVER**

**ABL-946** (Rev. 9/18/25) 4422

If you're applying on MyDORWAY, the ABL-946 is part of the normal application workflow. You do not need to submit or attach a paper copy of the ABL-946 if applying on MyDORWAY.

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

Email: ABL@dor.sc.gov
What you need to know:

- The SCDOR cannot issue a license or permit to anyone who owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Title 30, Chapter 2 and SC Code Section 12-54-240. Full code sections are available at **dor.sc.gov/policy**.
- The SCDOR has the right to share information with other principals or applicants in order to process the
  application or renewal.

Legal entity name	FEIN
Principal's name	
Home address (no PO box)	011
	Street
City	State ZIP
Date of SC residency (mm/dd/yyyy)	Date of birth (mm/dd/yyyy)
SSN FEIN	Percent of ownership
Principal types (Check one):  Owner Corporate officer Page 1	artner Member (LLC) Manager (LLC)
Employee/Manager Nonprofit office	
Have you as an individual, or as an organization in suspended in this state or any other state?	which you were a principal, had any license to sell beer, wine, or liquor revoked or
Yes No If yes, you must attac	n an explanation.
Have you been convicted of a crime in South Card	lina or any other state?
Yes No If yes, you must attac	h an explanation.
	of fact in an application is sufficient grounds for the revocation of the license and/or have read and understood this form and the information I have provided herein is
Principal's Signature	Date

#### **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.

dor.sc.gov

# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES

**ABL-920** (Rev. 9/15/22) 4382

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

Email: ABL@dor.sc.gov

This form is required by SC Code Section 8-29-10 and Title 61. See the full code section at dor.sc.gov/policy.

I	of	
Print clearly first, middle, and last name	01	Home address (no PO box)
City	State	ZIP ,
being first duly sworn, deposes and state the	e following:	
Name change/alias: ☐ Yes ☐ No	If yes, list:	
Check ONLY one box.		
☐ 1. I am a <b>United States Citizen</b> .		
2. I am a Legal Permanent Resident.		
3. I am a <b>Qualified Alien</b> under the Fe	ederal Immigration and Natio	onality Act, Public Law 82-44.
☐ 4. I am a <b>Foreign Citizen</b> , and resider	nt ofCountry of re	esidency
and reside atHome address	s (no PO box)	City, State, and ZIP
5. Other (Explain):	,	
Date of birth (mm/dd/yyyy)		Alien Registration number
YOU MUST ATTACH	A COPY OF ALL IMMIGR	ATION DOCUMENTS
This affirmation must be completed by all applicate renewal. Any change in immigration or citizensh statement on this affirmation is a felony, punishab	ip status must immediately be	reported to the SCDOR. Willfully making a false
Under penalty of perjury and recognizing that South Carolina Code of Laws, I declare that I I it is true, correct, and complete.		
I understand that a misstatement or concealmen and/or permit. Under penalties of perjury, I declar herein is true, correct, and complete.		
Principal's Signature		Date