



Kentucky Alcoholic Beverage Control (ABC) Licensing Portal

User Guide: Applicants & Licensees

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Google Chrome Download

The ABC Licensing Portal, which is built on the Salesforce platform, works best on the Google Chrome browser. You will not be able to use Internet Explorer browser. Go to <https://www.google.com/chrome/> to download and install Google Chrome prior to accessing the ABC Licensing Portal.

Help & Support

The ABC team is available to answer your questions and help you with any issues you may experience. Please contact the ABC team using the following methods:

- Email: ABC.Info@ky.gov
- Call: (502) 564-4850

Click on Need Help? from any screen if at any time you need assistance while in the ABC Licensing Portal. You will find the ABC email, phone number, and the latest version of your user guide.

The screenshot displays the ABC Licensing Portal interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Services' links, and a user profile for 'POLLY S...'. A 'Need Help?' button is highlighted with a red arrow. Below the navigation bar, a notification states 'Tasty Taco Truck sites has one or more licenses available for renewal' with a 'View now' button. The main content area features a 'Welcome to the Kentucky Alcoholic Beverage license portal!' message. A 'New Request/Application' button is visible. A 'Need Help?' modal window is open, providing contact information: 'Submit a Case' (with a link to 'Click here to Submit a Request with Support'), 'Email Us' (ABC.Info@ky.gov), 'Call Us' ((502) 564-4850), 'Licensee/Applicant User Guide', and 'Local ABC Admin User Guide'. The modal also includes a 'By WalkMe' logo. In the background, a table shows application details for 'KY Taco Truck I' with columns for 'LICENSING TYPE', 'Application number', 'Application Type', and 'Payment Remaining'. The table lists 'Wholesaler' and 'Distilled Spirits and Wine Storage' as licensing types, and 'Q-18884' as the application number. The application type is 'New Application' and the payment remaining is '\$1290'. The table also shows the application status as 'In Review'.

ABC Licensing Portal Services Overview

Kentucky Alcoholic Beverage Control (ABC) has moved to a fully digital license and renewal application process on the Salesforce platform. The ABC Licensing Portal will be used to review, approve and deny applications per local ordinances. Visit the Kentucky Alcoholic Beverage Control (ABC) Portal at



Alcoholic Beverage Control
Public Protection Cabinet

Home Profile Services POLLY S...

Welcome to the
Kentucky Alcoholic Beverage Control portal

REQUEST OR APPLY
Login or register if you are interested in licensing your business to sell, distribute or produce alcohol, or if you need to submit a sampling, minors on premises, or other types of requests regarding your currently licensed business.

Login/Register

LOCAL ABC ADMIN LOGIN
Login to your portal here to review applications in your jurisdiction.

Login

LOOKUP
Look up license(s) of all active alcohol licensees in Kentucky.

Look up license(s)

REPORTS
Generate reports to view data about newly licensed businesses, renewed licenses, licenses that did not renew, etc.

View/Generate licensing reports(s)

BRAND REGISTRATION
The Department uses an online brand registration system known as Kentucky PRO (Product Registry Online) to register brands sold in Kentucky. This is only applicable for producers/suppliers and wholesalers/distributors.

Kentucky Distributor/Wholesaler Access to PRO >

Product/Supplier Access to PRO >

Active Brands Registered in Kentucky Lookup >

QUOTA PACKAGE AVAILABILITY
Licenses to sell liquor by the package are limited in number based on your county or city's population. This link will give you information on whether any licenses are currently available in your business's location.

Look up quota(s)

COMPLAINTS
Anyone can report a suspected violation to ABC Enforcement by following the complaint link.

Raise complaint

Have a question? View our FAQ resources and information for all of your licensing and application questions. View FAQs

© 2019 Kentucky Alcoholic Beverage Control Submit a case

1. **Home/ABC logo:** Click Home or the ABC logo to view your dashboard. *Login required to access your dashboard.*
2. **Profile:** Click Profile to manage your personal and business details. *Login required to access your profile.*
3. **Services:** Click Services to view the ABC Licensing Portal service offerings. *Login is not required to view the ABC Licensing Portal Services page.*
4. **Logout:** Click on your profile name to log out of the portal.
5. **Help:** Click on the Need Help? button to access the support email address, phone number and online help link.
6. **Request or Apply:** Login with an existing account or register for an account if you are interested in licensing your business to sell, distribute or produce alcohol, or if you need to submit a sampling, minors on premises, or other types of requests regarding your currently licensed business.
7. **Local ABC Admin Login:** If you are a Local ABC Admin, you will need to login to access applications

pending your approval.

8. **Lookup:** Run a quick search for license(s) of all active alcohol licensees in Kentucky. *Login is not required.*
9. **Reports:** Generate reports to view data for newly licensed businesses, renewed licenses, licenses that did not renew, etc.
10. **Brand Registration:** The Department uses an online brand registration system known as Kentucky PRO (Product Registry Online) to register brands sold in Kentucky. This is only applicable for producers/suppliers and wholesalers/distributors. *Click on the links to be directed to alternative sites.*
11. **Quota Package Availability:** Licenses to sell liquor by the package are limited in number based on your county or city's population. This link will give you information on whether any licenses are currently available in your business's location. *Login is not required.*
12. **Complaints:** Report a suspected violation to ABC Enforcement. *Login is not required.*
13. **FAQs:** Click View FAQs to view the ABC Licensing Portal resources and information regarding licensing and application questions.

ABC Licensing Portal Login/Registration

REQUEST OR APPLY

Login or register if you are interested in licensing your business to sell, distribute or produce alcohol, or if you need to submit a sampling, minors on premises, or other types of requests regarding your currently licensed business.

Login/Register

1

1. Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>. Click on the Login/Register button from the Services page.



Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address

Enter Email Address

Password

Enter Password

[Forgot/Reset Password?](#)

SIGN IN

2

[Resend Account Verification Email](#)

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

3

Create An Account

2. Click on the Sign In button if already have an account associated with the ABC Licensing Portal.
3. Click the Create Account button if this is the first time you have accessed the ABC Licensing Portal.

Please complete your Kentucky Online Gateway Profile

If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.

All fields with * are required.

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address	* Verify E-Mail Address	
<input type="text"/>	<input type="text"/>	
* Password	* Verify Password	
<input type="text"/>	<input type="text"/>	
Mobile Phone	Language Preference	
<input type="text"/>	English	
Street Address 1	Street Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	Kentucky	<input type="text"/>
Question	* Answer	
In what city were you born? (Enter full name of city only)	<input type="text"/>	
Question	* Answer	
What was the name of your first pet?	<input type="text"/>	

CANCEL SIGN UP

4

4. Complete the necessary fields. A red asterisk indicates that a field is required. Click Sign Up. You will be required to verify your account after completing sign up - check your email inbox.

Generate Reports



REPORTS

Generate reports to view data about newly licensed businesses, renewed licenses, licenses that did not renew, etc.

View/Generate licensing reports(s)

1

1. Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov> and click on the View/Generate Licensing Report(s) button from the Services page. *You do not need to register/login to complete this lookup.*

From Date

Nov 3, 2019

2

To Date

Dec 13, 2019

Select County

Available

Adair
Anderson
Ballard
Barren
Bath
Bell

Selected

Allen

License Types

Available

Air Transporter
Bottling House or Bottling ...
Brewer
Caterer
Distilled Spirits and Wine ...
Distiller Class A

Selected

Authorized Public Consumpt...

Application Type

New Licenses

Get Report

3

2. Complete all the fields to filter the data in your report.
3. Click Get Report.



4

Department of Alcohol Beverage Control

Date : 11/20/2019 13:05:22

New Licenses report

From: 11/03/19 To: 12/03/19

County Name : November County

Site Id : 12345747

Licensee and Partners : PrecintTesting

DBA : November Renewal

Premises Address :3120 Highland Pointe

Dr Owensboro, Kentucky 42303

License Number	License Type	Status	Issue Date	Renew Date	Expiry Date
-AT-1032	Air Transporter	Active	11/08/19	11/08/19	12/31/19

- A Report document will be generated to reflect the data values you selected. You can download to save and/or print.

Brand Registration

BRAND REGISTRATION

The Department uses an online brand registration system known as Kentucky PRO (Product Registry Online) to register brands sold in Kentucky. This is only applicable for producers/suppliers and wholesalers/distributors.

[Kentucky Distributor/Wholesaler Access to PRO](#) >

[Product/Supplier Access to PRO](#) >

[Active Brands Registered in Kentucky Lookup](#) >

1

- Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov/>. From the Services page, click on the links within the Kentucky Product Registry Online (PRO), which is a brand registration system to register brands sold in Kentucky. *This is only applicable for producers/suppliers and wholesalers/distributors.*

License Lookup



LOOKUP

Look up license(s) of all active alcohol licensees in Kentucky.

Look up license(s)

1

1. Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov> and click on the look up license(s) to look up all active alcohol license in Kentucky. *Login is not required.*

LOOKUP CRITERIA

Enter any of the below fields to search for an existing business:

License/DBA name

Polly's Place

Site ID

License number

License type

Business type

Premises street

1254 Main Street

City

lexington

State

Kentucky

County

Clear

Search

2

Adair

Allen

2. Enter information in any field within the Lookup Criteria. Click Search.

SEARCH RESULTS

The following results were found based on your search criteria. To filter your results use the filters above and perform another search.

SITE ID	LICENSEE NAME	DBA	BUSINESS TYPE	ADDRESS	
2	SAM'S EAST, INC.	Sam's Club #8133		4949 Houston Rd,Florence,Kentucky,United States	3 Details
9	TRADE WINDS TRANSIT, INC.	Trade Winds Transit Inc		1065 Bloomfield Rd,Bardstown,Kentucky,United States	Details
12	105 SOUTH LIQUORS, INC.	105 South Liquors		135 Park Plaza Blvd,Lebanon Junction,Kentucky,United States	Details
25	MAA BHAVANI INC	West Gate Package Store		1111 W 7th St,Hopkinsville,Kentucky,United States	Details

3. Review the Search Results below. Click Details to view license and business information.



SAM'S EAST, INC.
Premises Information

4

Site Id 2	Site Address 4949 Houston Rd	City Florence
Licensing County Florence	State Kentucky	Zip 41042-1365
Country United States	Premises Phone	

Business Information

Licensee Name SAM'S EAST, INC.	DBA Name Sam's Club #8133	Business Type
--	-------------------------------------	----------------------

Mailing Information

Mailing Address 702 SW 8TH STREET	City BENTONVILLE	Licensing County BENTONVILLE
State Arkansas	Zip 72716	Country United States

Lease Information

Real Estate Owner No	Is Licensee Owner No
--------------------------------	--------------------------------

Partners

CONTACT NAME
joe schmo

Licenses

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EFFECTIVE DATE	EXPIRE DATE
Quota Retail Package	008-LP-1125	Active	Aug 6, 2019	Sep 1, 2019	Aug 31, 2020
NQ Retail Malt Beverage Package	008-NQ-4138	Active	Aug 6, 2019	Sep 1, 2019	Aug 31, 2020
Sampling License	008-SP-1924	Active	Aug 6, 2019	Sep 1, 2019	Aug 31, 2020

4. Below the License Details, review the Premises information, business information, mailing information, lease information and partners and licenses.

Quota Package Availability



QUOTA PACKAGE AVAILABILITY

Licenses to sell liquor by the package are limited in number based on your county or city's population. This link will give you information on whether any licenses are currently available in your business's location.

1 Look up quota(s)

1. Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov/> and click on the look up quota(s) to button see if licenses are currently available in your business location. *Login is not required.*

County Name

Bourbon

2

City Name

Choose City

3

COUNTY/CITY NAME	CURRENT QUOTA AVAILABLE
Bourbon	5

4

2. Select the County Name.
3. Enter a City Name.
4. A list will display the selected county/city and current quota available.

Raise Complaints

COMPLAINTS

Anyone can report a suspected violation to ABC Enforcement by following the complaint link.

Raise complaint

1

1. Go to the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov/> and click on the Raise Complaint button to complete a complaint form. *Login is not required.*



COMPLAINT DETAILS 2

Name of the business (DBA) * * Name of individual (violator) * *

ⓘ If unknown, please enter Unknown ⓘ If unknown, please enter Unknown

Address of premises * *

ⓘ Search by a location name or address to automatically populate the address fields below (optional)

Address Unknown

Date and time

Date that you observed the violation * * Time that you observed the violation * *

Best time to observe future violations

ⓘ Provide best day of the week or time of day for example, Friday evenings between 9pm and Midnight or Saturdays after 2am

Nature of complaint

Complaint details * *

ⓘ Provide any details available regarding Who, What and Where of the potential violation

Your details

Please enter your contact information below. Although not needed, your contact information is very important to us in conducting an investigation and we will do everything possible to keep that information confidential.

First name Last name

Phone number Email address

Document upload

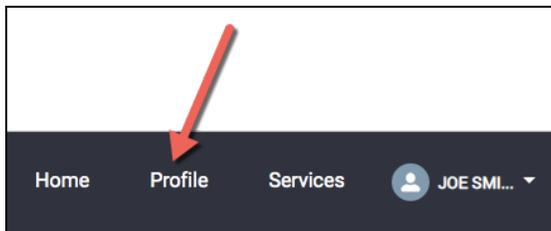
Or drop files 3

ⓘ Upload supporting documents like audio, video files and other files related to the complaint

 4

2. Complete fields. *Required fields are marked with red asterisks.*
3. Upload files that provide/show additional information about the complaint.
4. Click the submit complaint button.

Add Personal Details



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Profile. *Portal login is required to complete personal details.*



Personal details **1** Business details

PERSONAL DETAILS

First name* Middle name Last name*

SELECT BUSINESS COUNTRY

USA Other

Address or location search **2**

Search by a location name or address to automatically populate the address fields below (optional)

Street address* Street address 2

City* State*

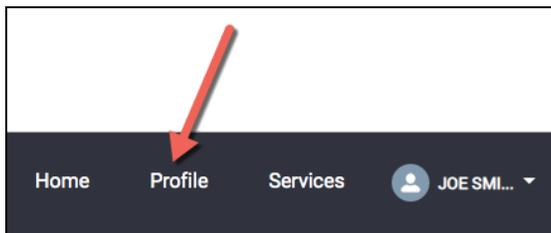
Zip* Country*

Phone number* Email address*

3

1. Click on the Personal details tab. *A red asterisk indicates that a field is required.*
2. Leverage the Address or Location search to quickly auto-populate fields.
3. Click Save and Continue. This will save your personal details.

Claim and Add Business



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Profile. *Portal login is required to claim and manage business details.*

Personal details **Business details** **1**

BUSINESS DETAILS **2**



1. Click on the Business Details tab.
2. Click + Add a business button.

SEARCH FOR A BUSINESS ✕

Search for your business using the fields below. If you are out of the state, an agent solicitor or transporter and your business isn't found, it can be added after performing a search

Company legal name (min 3 characters) *

poll 3

Search 4

3. You will be prompted to search for an existing business. Enter a minimum of 3 characters.
4. Click Search.

Search Results

S.NO.	COMPANY NAME	ADDRESS	CITY, STATE, ZIP	ADD BUSINESS
1	POLLEYS BYPASS			Select
2	POLLITT TRUCKING, INC.			Select
3	Polly's Prickly Pear	110 W Dixie Ave	Elizabethtown, Kentucky - 42701	Select 5
4	Pollyanna Brewing Company			Select

5. The company search results will be listed. Click Select next to the company/business you need to claim and to authorize the management of licenses for that business.

CONFIRM BUSINESS INFORMATION ✕

CHOOSE THE OPTION YOU LIKE TO ENTER

CBI EIN Kentucky corporate tax number A

Enter your CBI, your EIN number, or Kentucky corporate tax number *

B

Don't have a CBI number? Visit KYBOS

Confirm C Cancel

- a. Select CBI, EIN or Kentucky corporate tax number.
- b. Enter the related information.
- c. Click Confirm.

CAN'T FIND YOUR BUSINESS ABOVE? IF YOU ARE OUT OF STATE OR SOLE PROPRIETOR PLEASE ADD YOUR BUSINESS BELOW. ⓘ

New sales agent New transporter New out of state supplier New sole proprietor ⓘ 6

Add your business now A

Can't find your business? [Submit a request for administrative review](#)

6. If you can't find your business in the search results, need to add a new business, or if you are an out-of-state sole proprietor, you will need to complete steps to add the business. Select either New sales agent, new transporter, new out of state supplier or new sole proprietor category.
 - a. Click add your business now.



Business name* B

Kentucky Taco Truck

First name* B

Polly

Last name*

Smith

Contact email*

mallory.vatzlavick+tacotruck@mtxb2b.com

Contact phone*

(123) 123-1231

DBA name

KY Taco Truck

SELECT BUSINESS COUNTRY

USA Other

Personal address search

123

b. Complete the necessary fields.

+ Add C Cancel

c. Click Add.

Can't find your business? [Submit a request for administrative review](#) 7

7. If you can't find your business and you are currently managing the licenses for that business, click on the link to submit a case for administrative review.

BUSINESS DETAILS + Add a business

We couldn't find your business in Kentucky Secretary of State records. Are you registered with SOS? If not, please do so before applying for a license. If you in state business please register with SOS as you are conducting business in Kentucky. We will review your case submission and provide any feedback needed.

Business name* A

FEIN*

Kentucky Corporate tax ID*

Comments

Submit B

a. Enter the necessary fields. A red asterisk indicates that a field is required.

b. Click Submit.



Add Business Sites



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Profile. *Portal login is required to add business sites.*

1. From the profile page, click on the Business Details tab to add business sites.
2. Click + Add a site button, which is a physical address at which you intend to produce, wholesale, retail, or transport alcohol.

3. Search for a business site by address. The search results will begin to appear as you type.

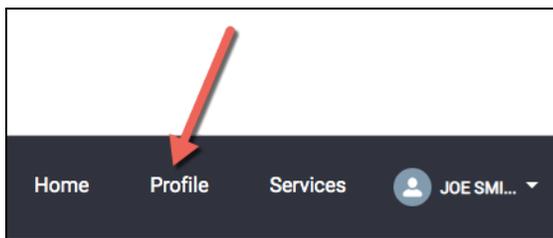
4. If you find your business site listed, then you can select and the fields on the business site will auto-populate. Complete the necessary fields. *A red asterisk indicates that a field is required.*

5. Click Save.

DBA/SITE NAME	ADDRESS	CITY, STATE, ZIP	SITE ID	BATCHED
Brick Alley Bar	325 St Clair St	Frankfort, KY-40601	6124	No

6. The newly created business site will now be listed under the business details on your profile page. You can add additional sites as needed.

Add Owner/Office Information and Business Contacts



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Profile. Portal login is required to add business contacts.

1. Click on the Business Details tab to add business contacts and owner/officer information.

2. Click Add in the Owner/Office Information section. *The Owner/Officer represents a business proprietor, partner(s) and all the persons having an interest in the business to be licensed. List all the owners, officers, directors, partners, managing members, members and shareholders. If privately-held, show 100% of ownership. If publicly-traded, list the three highest ranking officers and any natural person who owns ten (10) percent or more. If non-profit, list the highest ranking director or officer.*

ADD AN OWNER/OFFICER

Contact Type * **A**

Partner Owner

Is this a direct owner or part of another company with ownership stake?

Direct owner Another company

a. Select a Contact Type. Depending on the contact type selected, complete the related

questions.

ADD AN OWNER/OFFICER ✕

Contact Type * **I** **B**
Partner Owner

Is this a direct owner or part of another company with ownership stake?
 Direct owner Another company

Is the owner/partner contact information same as corporate contact?
 Yes No

Corporate contact
Polly Smith Ph: (123) 123-1231
Email:
mallory.vatzlavick+tacotruck@mtxb2b.com

First Name * Last Name *

Title *

- b. Complete the necessary fields. A red asterisk indicates that a field is required. Leverage any search bar features throughout the portal that would save you time and automatically populate address fields.

Add **C**

- c. Click Add.

Business Contacts

STOP Add any specific contacts that would be designated for the licensing or annual renewal process **3**

3. Click Add in the Business Contacts section.

ADD A BUSINESS CONTACT

Contact Type * **A**
- Choose one -
Designated Licensee Contact
Designated Renewal Contact

- a. Choose a Contact Type.

ADD A BUSINESS CONTACT

Contact Type * B

Designated Licensee Contact

First Name * **Last Name ***

Email Address **Work phone ***

Find a personal/home address

Search by a location name or address to automatically populate the address fields below (optional)

Street address * **Street address 2**

City * **State ***

Zip * **Country ***

C

b. Complete the necessary fields. A red asterisk indicates that a field is required.

c. Click Add.

New License Application

Home
Profile
Services

JOE SMI... ▾

After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the Home page. *Portal login is required to submit a license application.*

Welcome to the Kentucky Alcoholic Beverage license portal!

New Request/Application

1

1. Click on New Request/application. **You will not be able to submit a new application if your company is in bad standing or inactive according to the Secretary of State records unless there is an exception (i.e. sole proprietors, transporters, out of state suppliers and solicitors).*



NEW LICENSE APPLICATION

Alcohol licenses allow various activities within the alcohol industry, including producing, wholesaling, retailing, and transporting alcohol. Our system will guide you through the process of applying for your new alcohol license.

Apply

2

TEMPORARY LICENSE APPLICATION

Temporary licenses are for events like fairs and festivals. Our system will guide you through the process of applying for your temporary alcohol license.

Apply

2. Select a license type and click apply. The various license application types will be dependent upon your current active licenses.

INSTRUCTIONS



General Requirements

- You must be at least 21 years old to apply.
- You must be a U.S. citizen or a corporation, limited liability company, limited partnership, or other legally recognized business entity.

Local Approval Process

- There may be local requirements and fees. Local approval of an application is generally required before a state license will be issued (some exceptions apply). Applications to the state and local authorities can be submitted during the same time frame. Visit <http://abc.ky.gov/> to find the local ABC administrator in your area.

Applications

- Advertise the intent to apply for an ABC license(s) one time in the newspaper of record where the business is located. (See a sample newspaper ad below). Upload the newspaper advertisement to your online application, with the date clearly visible.
- Administrators retain the discretion to require background checks at any time.
- Upload a copy of the organization documents from the KY Secretary of State's Office if you are applying as a corporation, limited liability company, limited partnership, or other legally recognized business entity.
- Upload a copy of the deed, lease or other legal document indicating ownership, control or permission to operate on the premises.
- Additional documents may be required depending on your license type, which the system will prompt you to upload as needed.
- Contact the Kentucky Revenue Cabinet at (502) 564-3306 to get the Kentucky required tax numbers for the business.
- Contact the Kentucky Business OneStop at (502) 564-5053 to get the Kentucky CBI number for the business.

NO CASH OR PAPER CHECK PAYMENTS ACCEPTED – ALL PAYMENTS MUST BE MADE ONLINE VIA CREDIT, DEBIT OR ACH PAYMENT.

Example of Newspaper Advertisement:

Continue with Application

3

3. Review the instructions and requirements, then click Continue with Application.



New Application [View our help and FAQs](#) **5** **6** [Save and Exit](#) [Exit](#)

- 1** Personal Details
- 2** Business Details
- 3 Selected Licenses
- 4 Affidavit
- 5 Documents
- 6 Payment
- 7 Submission & Status

BUSINESS SELECTION

Choose from your saved businesses: Kentucky Taco Truck

Choose a site: -- Choose one --

DON'T SEE YOUR BUSINESS OR SITE?

[Add the business or site now](#)

SITE DETAILS

The site details below are pulled from your profile. If it needs to be modified please visit the [Business details](#) page before proceeding with your application.

- You will see guided application steps on the left panel.
- Click on the hyperlink for help and FAQs if you have questions about the application process or details.
- Click Save and Exit at anytime throughout the application.

1 Personal Details

- 2 Business Details
- 3 Selected Licenses
- 4 Affidavit
- 5 Documents
- 6 Payment
- 7 Submission & Status

PERSONAL DETAILS

First name*: Polly

Middle name:

Last name*: Smith

SELECT BUSINESS COUNTRY

USA Other

Address or location search

Search by a location name or address to automatically populate the address fields below (optional)

Street address*: 1254 Main Street

Street address 2:

City*: Austin

State*: TX

Zip*: 78738

Country*: United States

Phone number*: (123) 123-1333

Email address*: mallory.vatzlavick+pollysmith@mtxb2b.com

7 [Next](#)

- Confirm the Personal Details section of the application and click Next.



Personal Details
 2 Business Details
 3 Selected Licenses
 4 Affidavit
 5 Documents
 6 Payment
 7 Submission & Status

BUSINESS SELECTION

Choose from your saved businesses:

Choose a site:

DON'T SEE YOUR BUSINESS OR SITE?

SITE DETAILS

The site details below are pulled from your profile. If it needs to be modified please visit the [Business details](#) page before proceeding with your application.

8

8. Complete the Business Details section of the application and click Next.

Q-18884 **Configure Products**

Licenses

LIQUOR
 BEER
 WINE
 ADD ON
 SPECIA...
 TRANS...
 SALES ...

No visible options in feature "Transitional"

Sell by the Drink

QUANTITY	PRODUCT NAME	PRODUCT DESCRIPTION
<input checked="" type="radio"/> 10	Quota Retail Drink	This license allows you to sell wine and liquor by the drink at your establishment.
<input type="radio"/> 1	NQ-1 Retail Drink	This license allows you to sell beer, wine, and liquor by the drink to customers aboard your airplane or railway, automobile racetrack, horsetrack, convention center or state park.
<input type="radio"/> 1	NQ-2 Retail Drink	This license allows you to sell beer, wine, and liquor by the drink to customers at your Airport, Motel/Hotel, Restaurant, Riverboat, Distillery, Small Farm Winery, or an Entertainment Destination Center.
<input type="radio"/> 1	NQ-3 Retail Drink	This license allows you to sell beer, wine, and liquor by the drink to customers at your Bed and Breakfast, Dining Car, or Private Social Club

9. Sort through the license categories, which are displayed in columns.

10. Select license(s) by clicking in the circle next to each license product. *You will only be able to select licenses applicable/legal to your business.*

11

11. After you have selected your license(s), click Save.



Alert

Quota for your precinct is zero right now. Your application will go to queue. Do you want to proceed?

12

12. Notification messages may appear depending on your license selections. Click continue to proceed.

13   **14**

15

- 13. Review your license selection, click on the tool icon to edit your license selection.
- 14. Click on the trash can icon to remove your license selection.
- 15. Click Next.

- Personal Details
- Business Details
- Selected Licenses
- 4** **Affidavit**
- 5 Documents
- 6 Payment
- 7 Submission & Status

AFFIDAVIT
All terms and conditions text regarding the payment.

I do hereby swear or affirm, under penalty of perjury , that I am authorized to submit this application on behalf of the named applicant, and that all information and statements contained therein and any attachments are true and correct to the best of my knowledge, information, and belief. I hereby swear or affirm that if the license(s) is issued, the applicant shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in alcoholic beverages.

I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in KRS 369.101 to 369.120. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.

Name *

16. Review and enter your name to acknowledge the affidavit. Click Next.

DOCUMENTS
Upload the required document as mentioned below

Newspaper ad *	<input type="button" value="Upload Files"/> Or drop files
Federal Basic Permit *	<input type="button" value="Upload Files"/> Or drop files

17

17. Upload any required documents. Click Next.



New Application [View our help and FAQs](#)

- ✓ Personal Details
- ✓ Business Details
- ✓ Selected Licenses
- ✓ Affidavit
- ✓ Documents
- 6 Payment**
- 7 Submission & Status

PAYMENT

There is a 2.75% convenience fee added to the total for credit card payments.

You need to pay an Application fee of \$50

Back

Pay now

18

18. You will need to pay an application fee of \$50. The 2.75% fee applies to both credit card and debit card payments. Click Pay now.



Alcoholic Beverage Control Licensing System

Select Payment Type **A**



ACH / ELECTRONIC CHECK



CREDIT CARD

Card Details

Card Number (required)

Expiration Date (required)

Security Code (required)

No spaces or dashes, please.

[Help](#)



Cardholder Details

Name (required)

Country (required)

Summary

Initial Payment	\$50.00
Item Price: \$50.00	
Quantity: 1	
<hr/>	
Sub Total	\$50.00
Portal Administration Fee	\$1.38
Total	\$51.38

a. Select the payment type and complete the necessary fields.

By clicking "Pay Now," you authorize this payment for processing. Once processed, you will be redirected back to ABC.

PAY NOW

B

b. Click Pay Now.



Thank you for your payment!

Alcoholic Beverage Control Online Payment Receipt

Summary

PRINT EMAIL

Confirmation Number **44902092**

Account Holder Details

Payment Made: 10/28/2019 03:02 PM EDT
Payment Method: MasterCard Credit Ending With 2226

Luke Olson
13831 English Villa Dr
Louisville KY 40245

Cart Items

Description	Price	Quantity	Extended Total
Initial Payment	\$50.00	1	\$50.00
Sub Total			\$50.00
Portal Administration Fee			\$1.38
Total			\$51.38

FINISH

c. Click Finish.

Kentucky.gov

D

Alcoholic Beverage Control Online Payment Receipt

Receipt

Alcoholic Beverage Control Online Payment Receipt

Confirmation Information

Transaction Number	47544738
Payment Made	12/16/2019 03:22 PM (-05:00 UTC)
Payment Method	Visa Credit Ending With 1111

Account Holder Details

Name	Polly Smith
Address	1234 Main St Austin, TX 78738

Cart Item(s)

Description	Amount	Quantity	Extended Total
Application Fee Payment	50.0000	1	\$50.00
		Sub Total	\$50.00
		Portal Administration Fee	\$1.38
		Total Amount	\$51.38

SUBMISSION AND STATUS



Thank you

Your submission has been received

The remaining amount to be paid: \$1290

E

Go to Dashboard

d. A confirmation number and receipt will be available for you to print and/or save.



e. Click on the Go to Dashboard button to return to your homepage.

ALCOHOLIC BEVERAGE CONTROL
PUBLIC PROTECTION CABINET
500 Mero Street 2NE33
Frankfort, KY 40601
502-564-4850 (o)
502-564-7479 (f)



Hi Polly Smith

Your application for Kentucky Taco Truck - KY Taco Truck I has been submitted for processing. Please monitor your email for updates on the status of your application. You can check the status of your application by going to [LINK](#). If this request was not made by you or you have any questions, please contact us at 502-564-4850, Monday through Friday, 8:00 a.m. to 4:30 p.m. ET.

Thank you,
Team ABC

An Equal Opportunity Employer M/F/D

19. You will receive an email notification that your application has been submitted. Click on the link within the email to periodically review the status of your application.

Hi Polly Smith,

In order to finalize your license approval of application Q-18884 for KY Taco Truck I, please make the final payment [here](#).



Once your payment has been received and processed you will be notified and your licenses will be delivered over email.

Thank you,
Team ABC

20. Once your application is approved you will receive another email notifying you to make the final payment. Proceed through the payment screens to complete payment.



Welcome to the Kentucky Alcoholic Beverage license portal!

[New Request/Application](#) i

[Application status](#) i [My license\(s\)](#) i

Kentucky Taco Truck

KY Taco Truck I

1231 Man O War Pl, Lexington, Kentucky - 40504

Application number: Q-18884

Application Type: New Application

Payment Remaining: \$1290

21

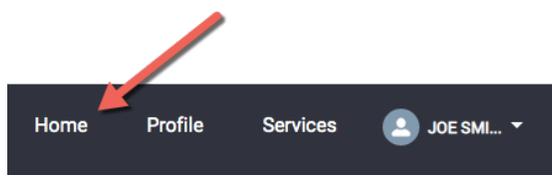
[Pay Fee](#)

[Withdraw](#)

LICENSING TYPE	QUANTITY	SUBMITTED ON	PROGRESS
Wholesaler	1	Dec 16, 2019	In Review
Distilled Spirits and Wine Storage	1	Dec 16, 2019	In Review

21. You can also log into the ABC Licensing Portal, locate the licensing application from your dashboard then click Pay Fee next the listed application. Proceed through the payment screens to complete payment.

Update License Application



Home Profile Services JOE SMI...

After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the Home page. *Portal login is required to update an existing license application.*

During the ABC application review process, the licensing specialists and/or local admins might come across missing information or need additional documentation.

Your application for Kentucky Taco Truck - KY Taco Truck I is missing required documentation or you have submitted incorrect documentation. Please upload the requested documents:

Please follow the [link](#) to upload the documents.

1

2

[Application status](#) i [My license\(s\)](#) i

1. During the review process, you will be notified via email if your application is incomplete with missing documentation or information. Click on the hyperlink to take action on your application.
2. You can also login to your ABC Licensing Portal account and visit your dashboard, click on the



Application Status tab.

Application number: Q-18896
Application Type: New Application
Payment Remaining: \$285

KY Taco Truck I
1231 Man O War Pl, Lexington, Kentucky - 40504

3 Incomplete application **Withdraw** **Update** **4**

LICENSING TYPE	QUANTITY	SUBMITTED ON	PROGRESS
Quota Retail Package	1	Dec 16, 2019	In Review

- Your application status will be updated in real-time during the review process.
- Click update to be taken directly to the step in the application that is missing information or documentation.

DOCUMENTS
Upload the required document as mentioned below

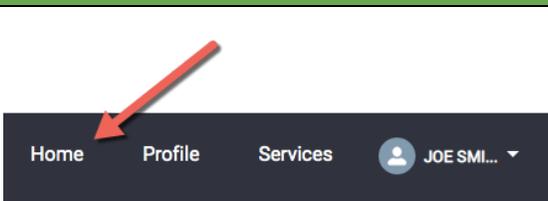
Copy of the local permit *

5 **Upload Files** Or drop files

6 **Save**

- Update your application as needed.
- Then click Save. Back on the dashboard, your application progress status will be updated to submitted.

Submit License Renewal



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the Home page. *Portal login is required to submit a license renewal.*

You will automatically be reminded when you have a license available for renewal.

- The Renewal period spans 45 days before and 30 days after the license expiration date
- The Licensee cannot sell after the 45 days (expiration date)
- 30 day grace period (after expiration date) is just to renew license
- If license does not renew during the 30 day grace period they will have to submit a new application, i.e new applicant



Your license for Kentucky Taco Truck at 1231 Man O War Pl Lexington, Kentucky 40504 United States expires in 45 days. Please go to [Website](#) to renew your license. If you have any questions, please contact us at 502-564-4850, Monday through Friday, 8:00 a.m. to 4:30 p.m. ET. **1**

1. You will receive email notifications leading up to the renewal deadline for your license. Click on the hyperlinked website to go directly to the ABC Licensing Portal.

Alcoholic Beverage Control
Public Protection Cabinet

Home Profile Services POLLY S...

Tasty Taco Truck sites has one or more licenses available for renewal [View now](#) **2**

Welcome to the Kentucky Alcoholic Beverage license portal!

[New Request/Application](#) **1**

Application status **1** [My license\(s\)](#) **3**

Kentucky Taco Truck

Tasty Taco Truck - VIEW/UPDATE
1231 Man O War Pl, Lexington, Kentucky - 40504 Site id: 28896 [Renew](#) **4**

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EFFECTIVE DATE	EXPIRATION DATE	RENEW
Quota Retail Drink(1)	034-LD-154491	Active	Dec 17, 2019	Dec 12, 2019	Jan 31, 2020	44 Days Detail

2. After you log into the portal, there will be a renewal notification, click View Now. *The renewal notification will start to display 45 days from the expiration date of the license.*
3. Click on the My license(s) tab. You will be able to view the expiration date and renewal period for existing licenses on your dashboard.
4. Locate the license that needs to be renewed, click Renew.



Renew Application [View our help and FAQs](#)

1 Overview **5**

2 Contacts

3 Requirements

4 Selected Licenses

5 Affidavit

6 Documents

7 Payment

8 Submission & Status

PERSONAL DETAILS **6**

First name: Polly Last name: Smith

Street address: 1254 Main Street City: Austin

State: Texas Zip: 78738

BUSINESS INFORMATION

Business name

5. You will see guided application steps on the left panel.

6. In the guided application, complete the Overview step, which includes personal details, business information and tax information.

Next **7**

7. Click Next.

Renew Application [View our help and FAQs](#) Save and Exit Exit

Overview **2**

3 Requirements

4 Selected Licenses

5 Affidavit

6 Documents

7 Payment

8 Submission & Status

BUSINESS CONTACTS

OWNER/OFFICER NAME	DESIGNATION	OWNERSHIP %	ADDRESS	STATUS
Pollyanna Smith			1234 Main St, Austin, TX 78738	Active  
Polly Smith	Owner	100	1231 Man O War Pl, Lexington, KY 40504	Active  

[+ Add a business contact](#)

Back **8** Next

8. Complete the Contacts step, which includes reviewing/adding the business contact(s). Click Next



- [✓ Overview](#)
- [✓ Contacts](#)
- [3 Requirements](#)
- [4 Selected Licenses](#)
- [5 Affidavit](#)
- [6 Documents](#)
- [7 Payment](#)
- [8 Submission & Status](#)

REQUIREMENTS

1. Does the applicant still have a valid deed, lease, permit, management agreement or land contract for the licensed premises? *
 Yes No

2. Have there been any changes which would require a new application, or has anyone who has an interest in license(s) been convicted of a Misdemeanor directly or indirectly related to alcoholic beverages or controlled substances, or any Felony since this license was obtained? *
 Yes No

3. Will tobacco products, alternative nicotine products be sold at the premise to be licensed? *
 Yes No

Back
9
Next

9. Complete the Requirements step, which includes answer three key questions. Click Next.

Renew Application [View our help and FAQs](#)
Save and Exit
Exit

- [✓ Overview](#)
- [✓ Contacts](#)
- [✓ Requirements](#)
- [4 Selected Licenses](#)
- [5 Affidavit](#)
- [6 Documents](#)
- [7 Payment](#)
- [8 Submission & Status](#)

SELECTED LICENSES

Refresh

PRODUCT NAME	DESCRIPTION	ALCOHOL TYPE	QUANTITY	RENEWAL MONTHS	AMOUNT
Quota Retail Drink	This license allows you to sell wine and liquor by the drink at your establishment.	Distilled Spirits,Wine	1	12	\$620

Back
10
Next

10. Review the selected licenses for the renewal. Click Next.



Renew Application [View our help and FAQs](#) Save and Exit Exit

- Overview
- Contacts
- Requirements
- Selected Licenses
- 5 Affidavit**
- 6 Documents
- 7 Payment
- 8 Submission & Status

AFFIDAVIT
All terms and conditions text regarding the payment.

I do hereby swear or affirm, under penalty of perjury, that I am authorized to submit this application on behalf of the named applicant, and that all information and statements contained therein and any attachments are true and correct to the best of my knowledge, information, and belief. I hereby swear or affirm that if the license(s) is issued, the applicant shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in alcoholic beverages.

I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in KRS 369.101 to 369.120. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.

Name *

Back 11 Next

11. Complete the Affidavit section, which requires reading the payment terms and conditions, then enter your name. Click Next.

- Overview
- Contacts
- Requirements
- Selected Licenses
- Affidavit
- 6 Documents**
- 7 Payment
- 8 Submission & Status

DOCUMENTS
Upload the required document as mentioned below

Upload receipts for proof of % food / alcohol sales

Upload Files Or drop files

Back 12 Next

12. Complete the Documents section, which requires uploading required documentation. Click Next.



Renew Application [View our help and FAQs](#)

- ✓ Overview
- ✓ Contacts
- ✓ Requirements
- ✓ Selected Licenses
- ✓ Affidavit
- ✓ Documents
- 7 Payment**
- 8 Submission & Status

PAYMENT

There is a 2.75% convenience fee added to the total for credit card payments.

The total amount to be paid: \$620

Back

13

Pay now

13. Complete the Payment section, which displays the total amount to be paid and the 2.75% convenience fee added for credit card payments. Click Pay now.

Select Payment Type **14**



ACH / ELECTRONIC CHECK



CREDIT CARD

Card Details

Card Number (required)

Expiration Date (required)

Security Code (required)

No spaces or dashes, please.

[Help](#)



Cardholder Details

Name (required)

Country (required)

Summary

Quota Retail Drink	\$620.00
Item Price: \$620.00	
Quantity: 1	
<hr/>	
Sub Total	\$620.00
Portal Administration Fee	\$17.05
Total	\$637.05

14. Enter your payment information.

NEXT

15

15. A message will display to let you know that your license renewal will be confirmed. *Wait 10-15 minutes for your data to be updated on your dashboard.*



Visa Card Details [EDIT](#)

Card Number *****1111 **Expiration Date** 1/2024

Cardholder Details [EDIT](#)

Polly Smith
 123 Main Street
 Austin, TX 78738 United States

By clicking "Pay Now," you authorize this payment for processing. Once processed, you will be redirected back to ABC.

[PAY NOW](#) 16

Summary ^

Quota Retail Drink	\$620.00
Item Price: \$620.00 Quantity: 1	
<hr/>	
Sub Total	\$620.00
Portal Administration Fee	\$17.05
Total	\$637.05

16. Click Pay Now.

Summary
PRINT EMAIL

Confirmation Number 47652582

Payment Made: 12/18/2019 01:27 PM EST
 Payment Method: Visa Credit Ending With 1111

Account Holder Details

Polly Smith
 123 Main Street
 Austin TX 78738

Cart Items

Description	Price	Quantity	Extended Total
Quota Retail Drink	\$620.00	1	\$620.00
<hr/>			
Sub Total			\$620.00
Portal Administration Fee			\$17.05
Total			\$637.05

[FINISH](#) 17

17. Click Finish. You will receive a payment receipt in your email inbox.

SUBMISSION AND STATUS

👍

Thank you

Your submission has been received

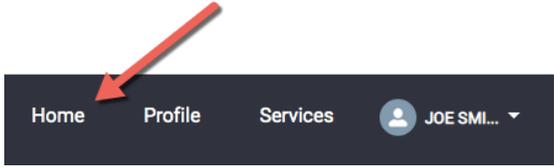
18

Go to Dashboard

18. Click Go to Dashboard to view your new license expiration date and license document. You will also receive an email notification upon submission of the renewal application and it will contain your license download.



License Download



Home Profile Services  JOE SMI... ▾

After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the Home page. *Portal login is required to download your license(s).*

Please find document attached included your license issued by the KY ABC. Please print this license and affix within your place of business in clear line of sight. **1**

1. Once your application has been approved, you will receive an email notification and an attached license file.



Application status **1** My license(s) **1** **2**

2. On your homepage dashboard, click on the My License(s) Tab.

Tasty Taco Truck - VIEW/UPDATE

1231 Man O War Pl, Lexington, Kentucky - 40504

3 License Id: 28896

Download license

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EFFECTIVE DATE	EXPIRATION DATE	RENEW
Quota Retail Drink(1)	034-LD-154554	Active	Dec 18, 2019	Feb 1, 2020	Jan 31, 2021	408 Days Detail

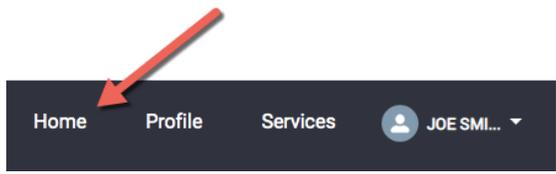
3. Your licenses will be listed, which will include the following information: License Type, License Number, Status, Approval Date, Expiration Date and Renew days. Click on Download License.



4. A .pdf document will generate. Click on the document. Your license is available for you to save and print.



Withdraw License Application



Home Profile Services JOE SMI...

After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the Home page. *Portal login is required to withdraw a license application.*

1 Application status My license(s)

1. If you need to withdraw your application(s), click on the Application Status tab from your portal dashboard.



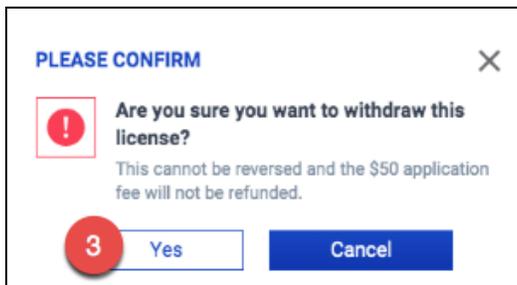
KY Taco Truck I
1231 Man O War Pl, Lexington, Kentucky - 40504

Application number: Q-18884
Application Type: New Application
Payment Remaining: \$1290

Pay Fee Withdraw

LICENSING TYPE	QUANTITY	SUBMITTED ON	PROGRESS
Wholesaler	1	Dec 16, 2019	In Review
Distilled Spirits and Wine Storage	1	Dec 16, 2019	In Review

2. Next to an application you will see the withdraw option if it has not already been approved. Click Withdraw.



PLEASE CONFIRM

Are you sure you want to withdraw this license?
This cannot be reversed and the \$50 application fee will not be refunded.

Yes Cancel

3. A window will appear asking you to confirm the withdrawal of the license application. *The \$50 application fee will not be refunded.*

Request Ownership Change



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Profile. *Portal login is required to request a business ownership change.*



1. Go to the business details tab.
2. Below the owner/office list, click on the Request to change ownership button.

REQUEST TO CHANGE OWNERSHIP

Description of requested update(for administrative review) * 3

Document upload 4

[Upload Files](#) Or drop files

Based on the information provided, your expected fee will be **\$1550** for: 5

SITE NAME	RENEWAL PERIOD	AMOUNT
Brick Alley Bar	6 months	\$1550

Once submitted you will be contacted by an ABC staff member if any questions or clarifications are required. Ownership change will not take effect until your payment has been processed following administrative review.

[Submit Request](#) 6 [Cancel](#)

3. Enter a description of the request.
4. Upload supporting documentation.
5. View the estimated fee.
6. Click Submit Request.

Thank you for submitting your transfer of ownership request.

Please note, your expected administrative fee for this change is:

Tasty Taco Truck : \$930.0

We will be in touch shortly on next steps required to finalize payment and update our records.

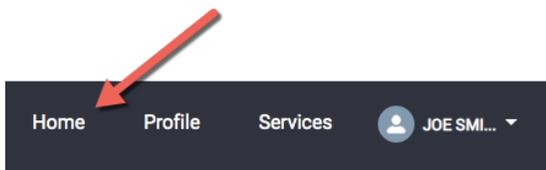
Thank you,



Team ABC

7. You will receive an email confirmation for ownership change request.

Add-On Licenses



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov> , click on Home. *Portal login is required to add-on licenses.*

Application status  My license(s)  

1. Go to the My Licenses Tab.

Tasty Taco Truck - VIEW/UPDATE Site Id: 28896
1231 Man O War Pl, Lexington, Kentucky - 40504

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EFFECTIVE DATE	EXPIRATION DATE	RENEW	
Quota Retail Drink(1)	034-LD-154554	Active	Dec 18, 2019	Feb 1, 2020	Jan 31, 2021	408 Days	 Detail

2. On an existing license, click on the detail button.



ADDITIONAL LICENSE

Active add-on license

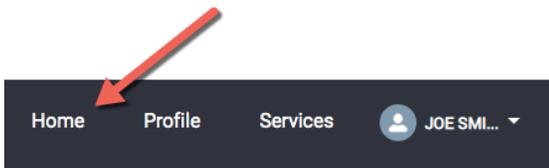
ADDITIONAL LICENSE NAME	QUANTITY	APPROVAL DATE	LICENSE FEE
-------------------------	----------	---------------	-------------

Available add-on license(s)

ADDITIONAL LICENSE NAME	TERM	QUANTITY	LICENSE FEE	
Hotel In-room Bar	12	1	\$210	+ Add 3
Sampling License	12	1	\$110	+ Add
Special Sunday Retail Drink	12	1	\$520	+ Add
Supplemental Bar with Limited Golf Course	12	<input type="text"/>	\$720	+ Add
Supplemental Bar with Quota Retail Drink	12	<input type="text"/>	\$620	+ Add

3. Locate the additional license section. Click on the +Add button next to an add-on license and proceed with payment steps.

Request for License Dormancy



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Home. You can request for dormancy. For Quota Retail Package licenses.

Application status **1** My license(s) **1**

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EXPIRATION DATE	RENEW	
Quota Retail Package	47-LP-154098	Active	Dec 3, 2019	Jan 30, 2020	58 Days	Detail 2

1. Click on the My License(s) tab.
2. Next to a Quota Retail Package license, click on the Detail button.

SURRENDER LICENSE

If you are no longer using your license(s) and wish to surrender one or all of your licenses, please submit the license number(s) that you are surrendering. You will received notification shortly that your license has been surrendered.

Surrender License

APPLY FOR DORMANCY

If you wish to put your Quota Package license into dormancy, you may submit your request here. Should it be approved, your license will be put into dormant status for the next year. You have up to twelve months of dormancy, plus you may request an extension of an additional twelve months at the end of the first twelve months.

Apply for dormancy **3**



3. On the License details page, click Apply for dormancy.

APPLY FOR DORMANCY ✕

Pursuant to 804 KAR 4:110, the licensee below asks that Quota Retail license be placed in dormant status. The licensee understands that if this dormancy is granted, the annual license fee must be paid, and upon the expiration of this dormancy period, if necessary, licensee may request one additional dormancy period.

License Number: 123456789

Reason for dormancy

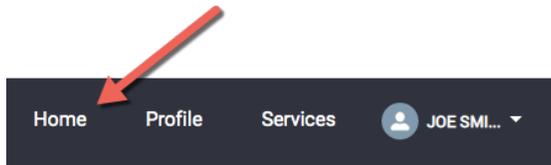
- An Act of God or Casualty
- Acquisition of the premises by a government agency under power of eminent domain
- Acquisition of the premises by a private corporation through granted power of eminent domain
- Loss of lease through failure of landlord to renew existing lease
- Court Action
- Business Reason 4
- Extension Reason

Description * 5

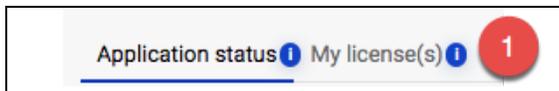
6

4. Select a reason for dormancy.
5. Enter a description.
6. Click Submit.

Surrender License



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on Home to locate current license(s) to surrender.



1. Click on my license(s) tab.

LICENSE TYPE	LICENSE NUMBER	STATUS	ISSUED DATE	EXPIRATION DATE	RENEW
Quota Retail Package	47-LP-154098	Active	Dec 3, 2019	Jan 30, 2020	58 Days <input <span="" type="button" value="Detail"/> 2

2. Click on the Details button next to a license.

SURRENDER LICENSE

If you are no longer using your license(s) and wish to surrender one or all of your licenses, please submit the license number(s) that you are surrendering. You will received notification shortly that your license has been surrendered.

Surrender License

3

PLEASE CONFIRM



Are you sure you want to surrender this license?

This cannot be reversed.

Yes

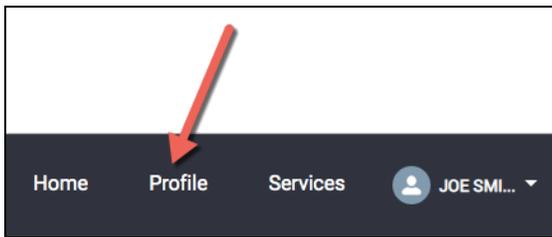
4

Cancel

3. Click Surrender License button.

4. Click yes to confirm. Your license will immediately be surrendered and no additional action is required

Expanded Premise Request



After you log into the Kentucky Alcoholic Beverage Control (ABC) Portal at <https://abc-portal.ky.gov>, click on the profile page. *You need to have an existing license to request an update to the business premises.*

Personal details

Business details

1

1. Click on the business details tab.

KENTUCKY TACO TRUCK

1231 Man O War Pl, Lexington, Kentucky - 40504

Business sites

DBA/SITE NAME	ADDRESS	CITY, STATE, ZIP	SITE ID	BATCHED	
KY Taco Truck I	1231 Man O War Pl	Lexington, KY-40504	28896	No	<input type="button" value="Details"/> <input type="button" value="Update Premises"/>

+ Add a site

View all site contacts

2

2. Next to a business site, click Update Premises.



Update/Expand premises

Explanation of premises update/expansion: *

Acquired lease space

3

Updated premises blueprint/documents

4

Upload Files Or drop files

Update

5

Close

3. Enter the explanation.
4. Upload files.
5. Click Update.