

LICENSING Registration And Application Facts

****Please visit the WSLCB Licensing Website @ <http://www.liq.wa.gov/licensing/apply-liquor-license> for additional description of Licenses and endorsements as well as fees.**

- A. **Alcohol Dealer Registration Form** (no fee)- Everyone who **requests to sell alcohol** in the State of Washington **must** register to do so with the Federal Government by filling out the **Alcohol Dealer Registration form**.

You must have an Employer Identification Number (EIN) whether you are an individual owner, partnership, corporation, LLC, or a government agency. If you do not have an EIN, contact the Internal Revenue Service immediately to obtain one.

Alcohol Dealer Registration form, instructions and contact information are attached. **This form must be mailed to the specified address.**

****Normal processing time for Alcohol Dealer registration is receiving the registration.**

- B. **Federal Wholesaler Basic Permit** (no fee) – If you request to sell to licenses (to anyone that will resale product) you must apply for a **Federal Wholesalers Basic Permit**.

The **Spirits Retailer License** will now require this permit.

Federal Wholesaler Basic Permit, instructions and contact information attached. **This form must be filled out online @ <http://www.ttb.gov/forms/f510024.pdf>**

****Normal processing time is 33 to 60 days if form is completed correctly, up to 100 days if not completed properly. This is a Federal Form, be sure to read and follow directions carefully for faster processing.**

- C. **Business License Application** (**\$15.00 processing fee**) - A liquor license is an **endorsement** on your **Business License** issued by the Washington State Department of Revenue (DOR) Business Licensing Service. You must complete the **Business License Application** even if you already have a Business License.

An example of an **endorsement** would be a Spirits Retailer License, Beer and Wine Specialty License and Kegs to Go endorsement.

Licenses and **endorsements** are inserted (written in) section #2 of your **Business License Application**. Select the endorsements/licenses for your business model then complete your Business License Application.

Business License Application, instructions and contact information are attached. **This form must be manually processed, mailed or hand delivered to specified address** (website will state apply online, that is not possibly for another 3 to 4 months).

LCB ADDENDUM Form must accompany your Business License Application with payment.

**Normal processing time for Business license application is approximately 70 to 90 days if application is completed correctly and all documents are submitted as requested.

- D. **LCB ADDENDUM** (no fee) - This form **must accompany** your Business License Application with payment. This form is a requirement to obtain a liquor license with the state of Washington.

LCB ADDENDUM, instructions and contact information attached. **This form must be processed manually, mailed or hand delivered to specified address.**

Business License Application Form must accompany your LCB ADDENDUM with payment.

**Normal processing time for LCB ADDENDUM is concurrent with Business License Application processing.

SPECIAL NOTES:

- You must apply for/complete the **Alcohol Dealer Registration Form**, **Business License Application** and **LCB Addendum** (include payment) in order to obtain a liquor license.
- You must apply for/complete the **Federal Wholesalers Basic Form** in order to sell to a licensee or someone that resale's the liquor. This form is required for a **Spirits Retailer License** as well.
- For timely processing, read instructions carefully and complete forms as instructed, utilize contact information on each individual form as needed.
- Pay close attention to the method the form should be submitted in order to avoid delays in processing.
- Visit the WSLCB website @ <http://www.liq.wa.gov/licensing/apply-liquor-license> for additional information regarding the various types of licenses, requirements and fees. The fee sheet contains more specific details for each endorsement/license.