Washington State
Liquor and Cannabis Board

New Applications

User Guide

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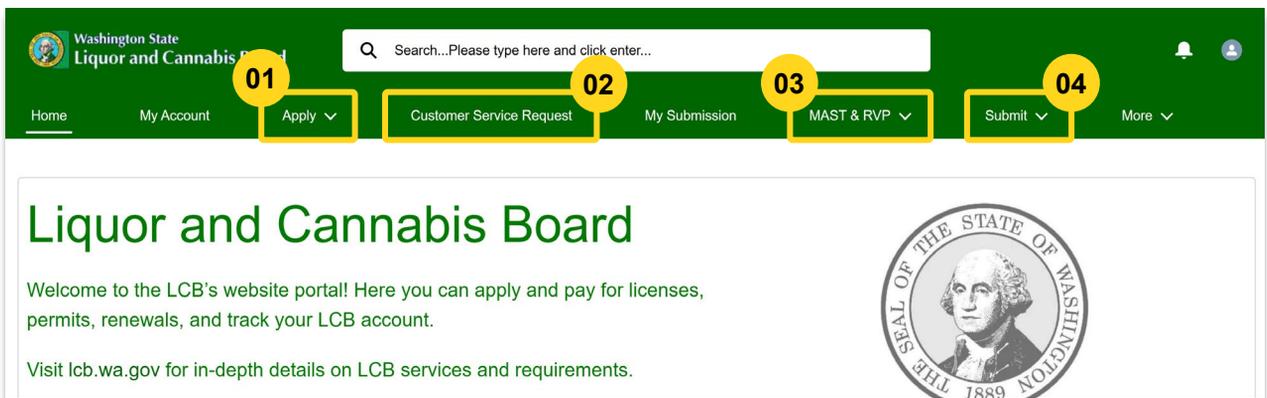- *Available Quick Actions in the Portal.*

New Applications

The LCB Portal allows you to quickly create new applications for licenses, permits, certifications, and more. You can find available options in the tabs of the LCB Portal Navigation Menu.

Click the name of the section in the **INDEX** to go to each topic:

01 Apply

Through this tab, you will be able to apply for certain **Permits**, **Licenses** (**Special Occasion License**, **Local Wine Industry Association License**, and **Non-Profits Arts Organization License**), **Authorizations**, **Certifications**, **Packaging & Labeling**, and **Others**.

⚠️ Cannabis and Liquor licenses that are not listed above, and Tobacco, Vapor, and Cigarette (TVC) licenses need to be applied for through the Department of Revenue website.
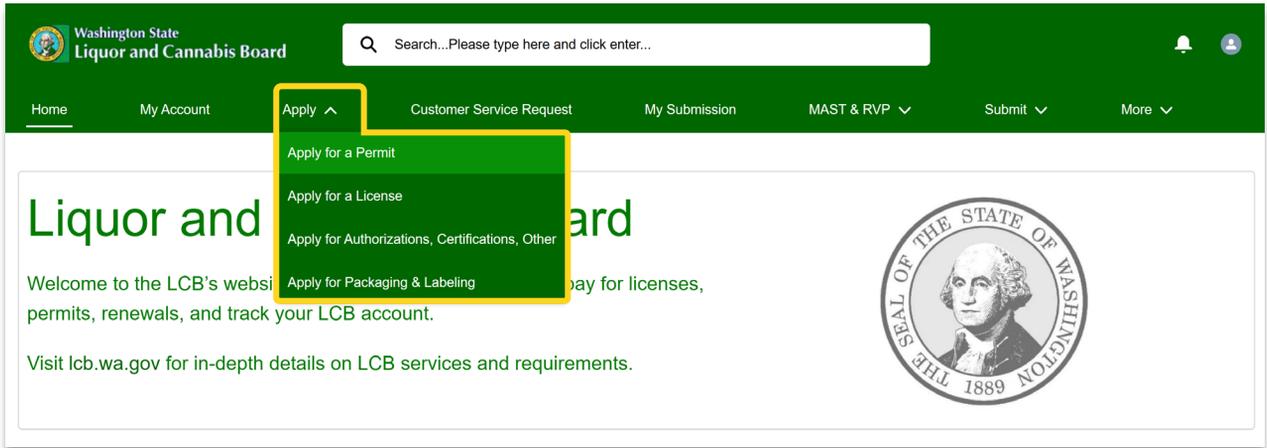
02 Customer Service Request

Through this tab, you will be able to create a **Service Request** for the Customer Service team, for example, to notify LCB of a marriage, or to contact LCB for another issue you might have.

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Apply

In the **Apply** tab of the **Navigation Menu**, you will find the following actions:

01 **Apply for a Permit:** This option will display a list of **Permit Types** with their descriptions. The LCB Portal will guide you through the steps to complete the required information specific to that permit.

02 **Apply for a License:** This option will display a list of **License Types** with their descriptions. You can select to apply for a **Special Occasion License**, **Local Wine Industry Association License**, and **Non-Profits Arts Organization License**. The LCB Portal will guide you through the steps to complete the required information specific to that license.

03 **Apply for Authorizations, Certifications, Other:** This option will display two options: **Cannabis Cooperative Registration** or **Farmers Market Authorization.** The LCB Portal will guide you through the steps to complete the required information specific to that application.

04 **Apply for Packaging & Labeling:** When you apply for Packaging & Labeling, you will be requested to complete information about your products.

> ⚠ You will be able to see your applications through the **My Account** tab in the **Navigation Menu**. For more information about this tab, go to **page 8** in this user guide.

> 📣 When applying through the LCB Portal, you might be required to upload documents. Review **My Submissions User Guide** on the [Portal Resources](#) page to learn more about submissions.
>
> If you are applying for Packaging & Labeling, also make sure to review the **Upload Submission for Packaging & Labeling User Guide** on the [Portal Resources](#) page.

Customer Service Request

In the **Customer Service Request** tab of the **Navigation Menu**, you will be able to create a Service Request for the Customer Service team to process:

Service Request: The LCB Portal allows you to create a **General Request**. You can then select the **Case Subtype** from the following list of options:
- **Marriage:** to add a spouse to your permit/license.
- **Divorce:** to remove a spouse to your permit/license.
- **Estate**
- **Bankruptcy**
- **Receivership**
- **Change of Entity Name**
- **Other:** to contact LCB for requests that do not fall into the above categories.

Once the **Case Subtype** is selected, you will be able to enter a **Description** of your request. Please be as specific as possible to avoid delays in processing your request.

You will be able to see your applications through the **My Account** tab in the **Navigation Menu**. For more information about this tab, go to **page 8** in this user guide.

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Quick Actions ⌂

From your Pending Applications or License and Authorization, you can take Quick Actions for each Application, as applicable.

List of Quick Actions

Let's review the different Quick Actions available. The Portal will guide you through the required steps to complete these applications and requests correctly so LCB staff can process them.

⚠ The Portal will only display the available options depending on the type of application and its status. If the application is not eligible or is not in the required status, some options may not appear.

If you have an eligible **Active Liquor License**, you will be able to:
- Apply for Duplicate Liquor License
- Apply for a Keg Book
- Register Central Warehouse
- Liquor Alteration Request
- Add/Remove Endorsement/Activity

If you have an eligible **Pending Liquor License** you will be able to:
- Register a Central Warehouse
- Add/remove an Endorsement/Activity
- Withdraw an Application

If you have an eligible **Active Cannabis License**, you will be able to:
- Make a Cannabis Alteration Request
- Request a Cannabis Title Certificate
- Apply for Additional Funding

If you have an eligible **Cannabis Title Certificate**, you will be able to:
• Transfer Cannabis Title Certificate
• Request to Reinstate License

If you have a **Local Wine Industry Association License** or a **Special Occasion License,** you will be able to:
• Add an Event

Review **Apply for an Event User Guide** on the Portal Resources page to learn more about this type of application.

If you have a **Cannabis Cooperative**, you will be able to:
• Renew
• Change Authorization (Add Participant, Remove Participant, Update Designated Provider, or Discontinue Cooperative).

If you have an **Existing CLS or SLS Title**, you will be able to:
• Request Transfer
• Request Relocation

If you have a License that's about to **expire**, you will be able to:
• Renew

If you have a **Pending License** or **Pending Request**, you will be able to:
• Withdraw Application

If you have a License that has been **Temporarily Discontinued**, you will be able to:
• Reactivate

Follow the steps on the next page to see an example of a **Quick Action**:

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> ⚠ **Quick Actions** generate requests that should be **reviewed and approved by LCB**.

01 Click the **My Account** tab in the **Navigation Menu**.

02 Select the **Account** you want to see. For this example, we have selected a Business Account. Click the **Pending Applications** sub-tab.
You can also find available Quick Actions in the **License and Authorization** sub-tab for active Licenses and Permits.

03 A list with your Pending Applications and Pending Permits will display. Open the drop-down menu on the right side of each application to see available quick action(s). The list of options will change depending on the type of application and its status. For this example, we will select the **Withdraw Application** Quick Action. This option is only available if your application is in pending status.

After you select an option, the Portal will guide you through the required steps to complete the Quick Action.

04 Add the required information in the **Withdrawal Request Form**.

05 Check the box to confirm you have read and accept the attestation message.

06 Click **Submit**.

07 A confirmation message will appear. Click **Close** to complete the request.