

Washington State Liquor and Cannabis Board





## Apply for a Household Move Permit How to Guide

## Apply for a Household Move Permit



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1. Household Move Permit

#### Purpose

After reviewing this document, you will be able to:

- Complete and submit an Individual Household Move Permit form in the LCB Portal.
- Access your permit in your email inbox.



A Household Move permit authorizes individual importation of personal alcoholic beverages to a Washington State address as part of a household move.

# How do I apply for a Household Move Permit?

01

Access the LCB Portal from this URL: <u>Home</u> (site.com).

**02** From the LCB Portal homepage, click the **Apply for a Permit** tab.



You do not need to create an account in the LCB Portal to apply for a Household Move Permit.



Click the icon next to the Household Move Permit description.

Water Lie	ashington State quor and Can	inabis Board	Q Search		Log in
Home	Submit a	a Request 🗸 🛛 🗛	pply for a Permit		
Permit Application Steps					
		Plea	se select the Permit Type you want to apply for		
	Đ	Banquet Permit	A permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events.		
03	₿⁄	Household Move Permit	An Individual Importation Permit that authorizes the shipment of your alcoholic beverages into Washington State.		

#### 04

03

A checkmark icon is displayed next to the Household Move Permit description. Click the **Next** button to continue.

Washington State Liquor and Cannabis Boar	Q Search			Log in
Home Submit a Request 🗸	Apply for a Permit			
Permit Application			St	eps Permit Application
	Permit Application			Household Moves Permit Form
	Please select the Permit Type you wa	nt to apply for		Confirmation
Banq	A permit that allows the service and co invitation-only banquet or gathering hel Examples include weddings, company club, organization or church events.	nsumption of liquor at a private, d in a public place or business. panquets, retirement parties, and		
House	Move An Individual Importation Permit that au alcoholic beverages into Washington St	thorizes the shipment of your ate.		
		Next	04	

The **Steps** section shown on the right navigation indicates the total number of steps required to complete this transaction. As you complete one step and move to the next, you can see your progress.

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**05** Complete the following fields and click the **Submit** button:

- First Name
- Last Name
- Email Address
- Confirm Email Address
- Address
- City
- Zip
- Phone Number
- # of Spirits (bottles): Fill with a numeric number. Use "0" (zero) if does not apply.
- # of Wine (bottles): Fill with a numeric number. Use "0" (zero) if does not apply.
- **# of Beer (bottles):** Fill with a numeric number. Use "0" (zero) if does not apply.
- **# of Hard Cider (bottles):** Fill with a numeric number. Use "0" (zero) if does not apply.

Household N	Noves Permit Fo	rm		05	St	eps
• First Name 🕚			Middle Initial	03	Ŷ	Permit Application
*Last Name					0	Household Moves Permit Form
					•	Confirmation
*Email Address 🕕			* Confirm Email Address			
If you do not have a	an address in the state of	f Washington, please pro	vide your local military base address.			
*Address						
* City	* State	*Zip				
	WA					
* Phone Number						
*# of Spirits (bottles	) <b>O</b>		*# of Wine (bottles)			
*# of Beer (bottles)	0		*# of Hard Cider (bottles)			
				Submit	05	



- Note that the State field is set to Washington State (WA) by default. The address you need to use is the one that the alcoholic beverages are being shipped to in WA.
- If you are a military member moving from overseas and do not yet have an address, use your Washington Military base's address.

Note 1: All fields with a red asterisk (\*) are required to complete the transaction. In case of inactivity, you will be automatically logged out after 30 minutes and will need to start over.

**Note 2:** If the email addresses do not match, this warning message will appear and you cannot continue the process until you enter email addresses that match.



06 Once you click the **Submit** button, a confirmation message will be displayed on the screen. Here you can find the permit number.

Confirmation	06	Steps
Your Permit has been generated successfully. You will receive an email shortly with your issued permit. Your permit number is 23-04-000046.	00	<ul> <li>Permit Application</li> </ul>
Please check your junk mail if you did not receive an email.		Household Moves Permit Form
		Confirmation
Return to	Home	



ternal] Sandbox: Household Moves Issued Permit						
noreply@salesforce.com on behalf of LCB Site Guest User <andrew.kubicek@lcb.wa.gov> To <td>← Reply     ≪ Reply All     → Forward     III       Wed 4/19/2023 5:17 PM</td></andrew.kubicek@lcb.wa.gov>	← Reply     ≪ Reply All     → Forward     III       Wed 4/19/2023 5:17 PM					
Household Moves Issued Permit.pdf	07					
This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly	with links and attachments.					
'aleria Jiménez lease open the attachment for your Individual Importation Permit. You will need to make two copies of the permit one copy for your carrier and one copy for your records. Please let me know if you lave any questions. lave a safe trip.						
Washington State Permit Number: 23-04-000046 Liguor and Cannabis Board Issue Date: 2023.04.49	07					
Safe Communities for Washington State Household Move Permit						
Applicant Name: Valoria Jiménez Washinghon from explanet listed is hereby authorated to bring the following alcoholic beverages into the State of Washinghon from explanet actual covinny for personal or household use pursuant to provisions of WAC 314.463400 and RCM 66 12						
Applicant Address: 106 F ST SW No Washington State markup and taxes due: the one-time exemption from payment of state tax and markup per WAC 314-68-030. City, State, Zp: QUINCY, WA 98848-1243						
Applicant Phone: +15097874421 Alcohol Type Units Quainity						

$\bigcirc$	If you do not receive the email, check your junk email. If the details of your
Ŀ	permit need to be updated, reapply for the permit with the updated details.

Authorized by Licensing Director





# IT Support Contacts

Email: servicedesk@lcb.wa.gov



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Phone: +1-360-664-1776