Cobb County Alcoholic Beverage License Application
Change of Licensee/Substitute Licensee
6/2017

Cobb County
Business License Division
P.O. Box 649
Marietta, Georgia 30061-0649
Phone 770-528-8410

If you wish for this application to be hand delivered or delivered via UPS or FedEx please do so at:
1150 Powder Springs Street, Suite 400
Marietta, Georgia 30064
Web site Address - www.cobbcounty.org

Alcoholic Beverage License

Change of Licensee/Substitute Licensee Application

Change of licensee application is acceptable when ONLY the licensee of an existing alcohol licensed establishment is changing. Any change in ownership requires a change of ownership application. The change of licensee application must be approved and issued by the Cobb County Business License Division prior to the new licensee assuming the position as licensee. If the current licensee’s employment is terminated the alcoholic beverage license is VOID and all sales of alcohol must cease.

Substitute Licensee application – The substitute licensee may serve as the licensee in the event the licensee leaves the business or is no longer qualified to be the licensee. The substitute licensee must meet all of the qualifications of the licensee and have management capacity, as defined in Section 6-1 of the Cobb County Code of Ordinances. If you are applying using a substitute licensee, please note that check list below is applicable and required of the substitute licensee.

Check off list and application for a Cobb County Alcoholic Beverage License

☐ 1. The application must be completed in its entirety before being accepted by the Business License Division. Each question must be answered. Provide one original and one duplicate of the completed application and all attachments. If you have filed a new Cobb County Alcoholic Beverage License Application with the Cobb County Business License Division within five years preceding the date of this application, you may copy the prior application’s information, that remains unchanged, when filing this application, and submit it with this application. However, all questions must be completed and any questions unique to this application must be answered accordingly. If you have any questions, please contact our office. Once the application has been completed in its entirety and all requested attachments are included with the application and a duplicate copy has been made you may contact Ellisia Webb at 770-528-8407, ellisia.webb@cobbcounty.org or Terry Reese at 770-528-2186, terry.reese@cobbcounty.org to schedule an appointment to submit the application. APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY.
2. The application and all attachments must be typed or legibly printed in black or blue ink.

3. A personal statement must be submitted for the licensee/substitute licensee. The Business License Division Manager reserves the right to request personal statements on all stockholders, partners, and owners. (One personal statement packet is attached, pages 20-25).

4. Provide a seven (7) year driver’s history for the licensee/substitute licensee. This report can be obtained from any State Department of Motor Vehicles/Drivers Services. Georgia Department of Drivers Services locations may be found at the following link: http://www.dds.ga.gov/locations/locationlist.aspx. If the licensee/substitute licensee has resided outside the State of Georgia within the previous seven years, a 7 driver’s history must be obtained from the previous State(s) of residence. The (7) year driver’s history must be dated less than thirty days from the time the application is submitted to the Business License Division.

5. A list of the employees, including names, addresses, phone numbers, and positions, designated by the licensee of the business to receive communication, notices and/or court documents, including citations, must be listed in question 18 of page 11 of the alcoholic beverage application; failure to provide persons on question 18 may subject the application to denial. Failure of at least one of the persons listed in question 18 of page 11 to be at the business while the business is open will place the alcoholic beverage license in jeopardy. This list must be updated and kept current with the Cobb County Business License office. Failure to keep this list current with the Cobb County Business License office will also place the license in jeopardy.

6. All applications for new Alcoholic Beverage Establishments, Change of Ownership applications, and Change of Licensee/Substitute Licensee applications will not be approved until the licensee/substitute licensee provides the Cobb County Business License Division a copy of the original certificate issued by a Cobb County approved workshop provider. The information for the RASS Workshop vendors is attached, see page 30.

7. Applicants for a license to sell alcoholic beverages on-premises (pouring license) must have a certified public accountant complete in its entirety the food and alcoholic beverage sales affidavit and submit with the application. The food and alcoholic beverage sales affidavit must have an estimate based on the business plan, menu, estimated sales, etc. The food and alcoholic beverage sales affidavit must be signed by the certified public accountant and the licensee, form is page 13 of the application. The licensee and accountant must be able to support the information submitted on the affidavit at the Business License Division’s request. The sale of alcoholic beverages on Sunday is only authorized for those licensees that possess an alcoholic beverage pouring license, and submit a food and alcoholic beverage sales affidavit indicating fifty percent (50%) of the food and alcoholic beverage sales is from food sales.

8. Convenience Stores and Liquor Package Stores must complete the Camera affidavit on page 12.

9. Sole Proprietors and Partners that are not U.S. Citizens must provide a copy of his or her Immigration Card I-551 to the Business License Staff. Naturalized citizens must provide a copy of his or her certificate of naturalization. This applies to the licensee/substitute licensee, each owner and each partner with 20% or more ownership, and the spouses of the licensee/substitute licensee, each owner and each partner with 20% or more ownership. (Passports will not be accepted) Shareholders of corporations with 20% or more ownership and their spouses must provide immigration documents, when applicable. (Applications for I-551 and pending applications for I-551 are not acceptable for the licensee and the licensee’s spouse; other immigration statuses that allow legal entry into the United States are not acceptable for the licensee and the licensee’s spouse, but they may be acceptable for shareholders of the corporation.)
10. A signed and notarized consent form must be provided for the licensee/substitute licensee, and the spouses of the licensee/substitute licensee, (pages 24 & 25)

11. Submit fingerprints electronically thorough the Georgia Application Processing Services (GAPS). See page 17 for instructions and sign the fingerprint affidavit on page 18 after submitting fingerprints through GAPS. (required of the licensee/substitute licensee) Fingerprints submitted through GAPS should be submitted no more than thirty days prior to the date the application is submitted to the Business License Division.

12. $300.00 application fee payable to the Cobb County Business License Division by business check or money order. This application fee must be paid when the application is submitted. This fee is non-refundable.

13. Provide two (2) current 2X2 photos with the personal statement of the licensee/substitute licensee.

14. Provide a copy of the Certificate of Incorporation if the business is a corporation or a Certificate of Organization if the business is an LLC. Organizational papers are required to be submitted for Limited Liability Companies and Limited Liability Partnerships.

15. NOTICE – Any and all false information provided to the Business License Division verbally or written will subject the person that provides this false information to prosecution to the full extent of the law and will subject the application to denial or revocation.

16. LIQUOR POURING ONLY - A three percent (3%) tax on the price of all drinks containing spirituous liquor, sold by the drink, must be collected by the liquor pouring license holder. This tax must be submitted on the appropriate tax form to the Cobb County Business License Division at P.O. BOX 649, Marietta, Georgia, 30061-0649, utilizing the appropriate tax form. These taxes must be submitted by the twentieth (20th) of each month following the month the tax was collected. It is the responsibility of the license holder to obtain the appropriate tax forms from the Business License Division.

17. SUBSTITUTE LICENSEE – An application, personal statement, consent form, on the substitute licensee and his/her spouse and the same documentation required for a licensee may also be provided for a substitute licensee as provided in Section 6-92(f) of the Cobb County Code of Ordinances and may be submitted in addition to the licensee and approved as a substitute licensee to avoid the disruption of alcoholic beverage sales. The substitute licensee may serve as the licensee in the event the licensee leaves the business or is no longer qualified to be the licensee. The substitute licensee must meet all of the qualifications of the licensee and have management capacity, as defined in Section 6-1 of the Cobb County Code of Ordinances. If you are applying using a substitute licensee, please note that check list items above, are also applicable and required of the substitute licensee.

18. For pool tables utilized in the establishment, a separate business license application is required in addition to the alcoholic beverage application and approval is required for pool tables utilized in the establishment.

19. For your information - Employees must apply for a permit to serve/sell alcoholic beverages in Cobb County. See attached Cobb County Alcohol Permit requirements per Section 6-207 of the Cobb County Code of Ordinances. To obtain a Cobb County Alcohol Server’s Permit, go to the Cobb County Police Permits Unit located at 154 North Marietta Parkway, Marietta, Georgia 30060, 770-499-3943. It is the responsibility of the licensee that employees obtain alcohol server’s permits. Failure of employees to comply will result in prosecution and possible suspension or revocation of business owner’s alcoholic beverage license.

20. All licensee/substitute licensees must complete the affidavits required by the Georgia Immigration Reform Act, pages 27-28.
☐ 21. All alcoholic beverage establishments MUST apply for and receive a State Alcoholic Beverage License prior to stocking and selling alcoholic beverages. State applications can be obtained by contacting the Georgia Department of Revenue Alcohol Division. (Phone: 404-417-4490) or visit their website at www.dor.ga.gov.

☐ 22. Alcoholic beverage establishments must also pay a Federal Special Tax to the Bureau of Alcohol, Tobacco and Firearms. For more information visit http://www.ttb.gov/.

**Application Procedures:**

Upon receipt of the application, the Business License office will send the application to the Cobb County Police Permits Unit for investigation. No action can be taken in regard to the application until the Police investigation has been completed. The Police investigation usually takes 10-14 business days but can take up to 60 days.

The Business License Division Manager will consider the application upon completion of the police department’s investigation. The Business License Division Manager’s decision will be based solely on the application’s compliance with the Official Code of Cobb County Georgia., and the Business License Division Manager has no discretion in the decision regarding the license.

If the application is approved, the license fee must be paid within two weeks of the approval. If the application is denied, the applicant will have ten days to appeal the decision to the License Review Board. Appeals are filed with the Business License Division. You will be notified of all hearing dates, times, and locations. The License Review Board routinely meets on the second and fourth Thursday of each month at 3:00 p.m. The appeal hearings are conducted in the Bid Room, which is on the second floor of the Purchasing Building located at 1772 County Services Parkway, Marietta, Georgia.

Pursuant to the decision of the Business License Manager and the appropriate filing of an appeal, the appeal hearing will be scheduled for the next available meeting date. However, appeals must be received by the Business License Office a minimum of two weeks in advance of a License Review Board Hearing. Decisions of the License Review Board may be appealed to the Board of Commissioners within ten days of the decision of the License Review Board.

**A change of licensee application is acceptable when ONLY the licensee of an existing alcohol licensed establishment is changing. Any change in ownership requires a change of ownership application. The change of licensee application must be approved and issued by the Cobb County Business License Division prior to the new licensee assuming the position as licensee. If the current licensee’s employment is terminated the alcoholic beverage license is VOID and all sales of alcohol must cease.**
Cobb County Alcoholic Beverage License Application
Change of Licensee/Substitute Licensee
6/2017

Cobb County
Business License Division
P.O. Box 649
Marietta, Georgia 30061-0649
Phone 770-528-8410

Application for Alcoholic Beverage
Change of Licensee/Substitute Licensee

Application Date________________________
License Number________________________

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<th>LIQUOR</th>
<th>BEER</th>
<th>WINE</th>
<th>SUNDAY SALES</th>
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Restaurants & Hotels ONLY

Type of Business

Restaurant ( ) Bar ( ) Beer Pub ( ) Bottle House ( ) Convenience Store ( ) Package Store ( ) Grocery Store ( )
Nightclub ( ) Poolroom ( ) Corkage ( ) Catering ( ) Wholesaler ( ) Manufacturer ( ) Drugstore ( )
Other: ____________________________________________

1. Type of Business: ________________________________________________________________

2. Name doing business as: _____________________________Business Phone: ________________
   Corporation, Partnership, or Company Name: ___________________________Fax # ____________
   Business Address: ______________________________________________________________
   City: ____________________________, State: __________________ Zip: __________________

3. Mailing Address: ______________________________________________________________
   City: ____________________________, State: __________________ Zip: __________________
   E-mail Address: ________________________________________________________________
4. Licensee Full Name__________________________________Title/Position:____________________
   (Include all sir names)

   SS # ______-____-____  Business Phone: _____________  Home Phone _____________
   Cell/Alternate Phone __________________

   Home Address ________________________________________________________________

   City: ________________________, State: ____________________ Zip: ______________

   E-mail Address: _______________________________________________________________

5. **Type of Ownership:**  Sole Proprietor (  )  Partnership (  )  LLP (  )  Corporation (  )  LLC (  )

6. **If Sole Proprietor**  - Owner’s Name: _____________________________________________

   SS# ______-____-____  Date of Birth: ________________________________

   Home Address: __________________________________ Home Phone: ______________

   City: ________________________, State: ____________________ Zip: ______________

7. **If Partnership or Limited Liability Partnership:**

   List full name, date of birth, social security number, address, and percentage of ownership for each individual or board member, including all “limited” and “silent” partners, having any vested interest in this application. Attach additional lists if needed. (Attach any document indicating ownership, direct, indirect, or by default.)

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<tr>
<th>Name</th>
<th>Position Held</th>
<th>DOB</th>
<th>SSN</th>
<th>Address</th>
<th>Phone #</th>
<th>% of Ownership</th>
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8. **If Corporation or Limited Liability Company:**

   List full name, date of birth, social security number, address, and percentage of ownership for each individual or board member, including all “limited” and “silent” partners, having any vested interest in this application. Attach additional lists if needed. (Attach any document indicating ownership, direct, indirect, or by default.)

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<th>Name</th>
<th>Position Held</th>
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<th>SSN</th>
<th>Address</th>
<th>Phone #</th>
<th>% of Ownership</th>
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9. List all stockholders by name, date of birth, social security number, address, phone number, and number of shares owned by each. Attach copies of all stock certificates (front and back) to the application.

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<tr>
<th>Name</th>
<th>Position Held</th>
<th>DOB</th>
<th>SSN</th>
<th>Address</th>
<th>Phone #</th>
<th>#Shares</th>
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10. Does the licensee, partner, member, manager, corporation, stockholder in the corporation, or any owner have any other vested interest in or ever been associated with any other alcoholic beverage license.

   Yes ( )  No ( )

   If yes, give complete name(s), address, and phone number(s) below.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

11. List full name, address, and percentage of ownership for each firm or corporation having any interest in this application.

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<tr>
<th>Corporate Name</th>
<th>Business Address</th>
<th>% Owned</th>
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12. List full name and other required information for spouse, parents, step-parents, parents-in-law, brothers, sisters, step-brothers, step-sisters, brothers-in-law, sisters-in-law, children, and step children, if such relatives are related to the licensee or any owner and have, or have had in the past, any license or any financial or ownership interest whatsoever in any business dealing in alcoholic beverages.

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Residential Address</th>
<th>Business Name &amp; Address</th>
<th>% Interest</th>
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13. List the full name and address of every owner of the property and every owner of the building where this business is to be conducted.

<table>
<thead>
<tr>
<th>Name of Property Owner/Building Owner</th>
<th>Address</th>
<th>Relation to applicant or owner(s)</th>
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14. List the full name and address of every lessor and sub-lessor of the property where the business is to be conducted.

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<th>Name</th>
<th>Lessor or Sub-lessee</th>
<th>Address</th>
<th>Relation to applicant or owner(s)</th>
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15. Has any individual, firm, partnership, or corporation been issued a license to sell alcoholic beverages at this location? ___________. If Yes, give the name of the business, date closed, and reason for closing.

_________________________________________________________________________________________

16. Name the person(s) that will be the manager(s) of this business, giving all pertinent information.

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<tr>
<th>Name</th>
<th>SSN</th>
<th>Address</th>
<th>Phone #</th>
<th>% Interest (if any)</th>
<th>Compensation</th>
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17. List the name(s), address(es) and telephone number(s) of all managers and/or employees whom you designate to receive court documents, communications, citations, or notices required under the Alcoholic Beverage Ordinance at the location of the business. Failure of the licensee to designate a person(s) who will be at the place of business whenever the business is open to receive documents as stated, failure of the person listed to be present at the place of business during the business operation hours, and/or failure of the licensee to maintain a current list of such person(s) with the Cobb County Business License office shall be cause for denial of the alcoholic beverage license or revocation of the alcoholic beverage license. Attach additional lists if needed.

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<tr>
<th>Name</th>
<th>Home Address</th>
<th>Home Phone Number</th>
<th>Position</th>
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18. Number of employees____________________

19. State name of person or firm responsible for preparing and maintaining financial and tax records of this business, giving all pertinent information.

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<tr>
<th>Name</th>
<th>Business Name &amp; Address</th>
<th>Business Phone #</th>
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20. Has this business entity or any place of business associated in any form with the Corporation, LLC, Partnership, LLP, individual ownership, for which this application is submitted, or any owner, partner, shareholder, stockholder, licensee, officer, or employee of any owner, shareholder or entity of a shareholder in this application ever been cited, charged, indicted, have a pending charge, or been convicted at any time, for any violation of Georgia Law, Federal Law, or ANY rule or regulation of the State Revenue Commissioner or ANY rule, regulation, or ordinance of ANY city, county, or other Governmental unit?

Yes ( ) No ( ) If yes, give full details of all the above.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
21. Have you (the applicant/licensee), your spouse, or any person having interest in this business or their spouse, ever been:

A. Arrested Yes ( ) No ( )
B. Convicted Yes ( ) No ( )
C. Detained Yes ( ) No ( )
D. Indicted Yes ( ) No ( )
E. Pled Guilty Yes ( ) No ( )
F. Pled Nolo Contendre Yes ( ) No ( )
G. On Probation Yes ( ) No ( )
H. Any Pending Criminal Charge Yes ( ) No ( )

I. If you answered “YES” to any of these questions, list below in complete detail the name, dates, charges, places of arrest, and disposition of charge(s). (Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not given for any reason.)

___________________________________________________________________________________________
___________________________________________________________________________________________

22. Have you (the applicant/licensee), your spouse, the licensee, the licensee’s spouse, any person having any interest in this business or their spouse ever had any interest in any business, ever been a licensee, or ever been an officer in any business that was cited, had an employee of any business cited, detained, arrested, indicted, or convicted for any offense by any federal, state, county, or city government or has any business been warned or had any license placed on probation, denied, suspended, or revoked by any federal, state, county, or city government? (Failure to make full disclosure of all details in response to this application will result in denial of the application or revocation of the license.)

___________________________________________________________________________________________
___________________________________________________________________________________________

23. Please indicate days and hours of operation for this business.

___________________________________________________________________________________________
___________________________________________________________________________________________

24. Indicate the type of alcohol awareness training and the number of hours of training (be specific) that is required of employees, owners, and persons selling alcoholic beverages for the business. Please indicate all in-house training, outside training, the amount of hours required for each, and if any diplomas or certifications are required. Also, indicate if training is required annually and the number of hours required. What type of materials (written materials, signs, badges, etc.) are provided with the training of employees? Please include the materials with the application.

___________________________________________________________________________________________
___________________________________________________________________________________________

___________________________________________________________________________________________
25. Have you read and do you understand all the provisions of the Cobb County and State of Georgia Alcoholic Beverage requirements as stated in Chapter Six of the Cobb County Code of Ordinances and Title Three of the Official Code of Georgia? **YES** or **NO** (circle one)

26. Are you aware that the sale of alcoholic beverages to an underage person(s) by you or your employees may result in the suspension or revocation of the alcoholic beverage license? **YES** or **NO** (circle one)

27. What written procedures do you have in place to ensure that alcoholic beverages are not sold to underage person(s) or intoxicated person? What procedures do you have in place to ensure that alcoholic beverages are not sold in violation of the Cobb County Code of Ordinances and State Law? Documentation relating to such procedures MUST be attached and an explanation as to their usage must be written below.

__________________________________________________________________________________________

__________________________________________________________________________________________

28. What technology, equipment, and/or products have been or will be implemented in this location to ensure compliance with County and State law? (Example: cash registers that require date of birth, cameras, signs, calendars, etc…) List, describe and indicate the number and location in the business

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

29. Estimated Gross Receipts, including sales from alcoholic beverages, from this location from the date the business opens through the remaining calendar year **(for convenience stores with gas, gas sales must be included in the estimate)** $________________________

30. Estimated date this location will be open for business **(if the business is already operating indicate the date on which the business wishes to begin to sell/serve alcohol).***********

31. Whose responsibility is it to ensure that all of your employees have alcohol server’s permits?
Cobb County
Business License Division
P.O. Box 649
Marietta, Georgia 30061-0649
Phone 770-528-8410

TO BE COMPLETED BY CONVENIENCE STORES AND PACKAGE STORES

AFFIDAVIT ATTESTING TO COMPLIANCE WITH SECTION 78-47 OF THE
COBB COUNTY CODE OF ORDINANCES

I, _____________________________, licensee (PRINT FULL NAME) of _______________________
(PRINT NAME OF BUSINESS)
located at ____________________________________________________________________________(PRINT COMPLETE
BUSINESS ADDRESS IN COBB COUNTY)

with Cobb County Business License Number ____________________, do swear or affirm that the above stated business at
the above stated address has operating and functioning video camera(s) and recording device(s) that record and preserve
the activities at all areas of the above stated business location where the sales transactions of the above stated business’s
merchandise occurs. I further swear or affirm that the video camera(s) and recording device(s) will be recording and
preserving the activities at the business at all times that the business is open to the public, and I will ensure that the video
record is maintained for 48 hours. I also understand that failure to be in compliance with any part of Section 78-47 of the
Cobb County Code of Ordinances may result in civil and/or criminal action against me individually and suspension,
denial or revocation of the business license and/or alcoholic beverage license issued by Cobb County.

All statements in this affidavit are true and made this _____ day of ____________, 20____.

___________________________
Signature of Licensee

___________________________
___________________________
Notary Public               Date
NAME AND ADDRESS OF
ESTABLISHMENT________________________________________________________

LICENSEE’S NAME______________________

LICENSE NUMBER__________________

I. FOOD SALES AND ALCOHOLIC BEVERAGE SALES. Financial reports must be attached to support the reported sales totals or CPA certification must be completed attesting to the reported sales totals. This information must be provided from the financial records of the above establishment on a calendar year basis, or such period during which the establishment has been open.

PERIOD FOR WHICH INFORMATION IS PROVIDED ____________________________________________________________

Gross Receipts from Food Sales this period: $_____________________________(______%)

Gross Receipts from Alcoholic Beverage Sales this period: $_____________________________(______%)

Total Food Sales and Alcoholic Beverage Sales this period: $_____________________________(______%)

Briefly describe the method by which receipts are segregated daily into food sales and alcoholic beverage sales:
___________________________________________________________________________________________________

I certify that I have a working knowledge of the books and records of the establishment whose name appears above, and that to the best of my knowledge the figures presented above represent accurate sales totals for the period specified.

CPA NAME (PRINTED) ____________________________

NAME OF CPA FIRM ____________________________

CPA SIGNATURE ____________________________

BUSINESS ADDRESS/PONE NUMBER ____________________________

SWORN UNDER OATH THIS ____ DAY OF ____________, 20___ ____________________________

SIGNATURE OF NOTARY PUBLIC ____________________________

II. I hereby affirm that I understand that the privilege of selling alcoholic beverages on Sundays from 12:30 p.m. until 12:00 midnight requires a valid alcoholic beverage pouring license, valid Sunday Sales pouring license, and that at least 50% of the licensed establishment’s annual gross food and alcoholic beverage sales must be derived from the sale of prepared meals and food.

I hereby affirm that I understand that records of food sales and alcoholic beverage sales must be prepared and maintained. Failure to prepare and maintain records of food sales and alcoholic beverage sales is cause for denial or revocation of an alcoholic beverage pouring license, including a Sunday Sales pouring license. I further affirm that I understand that the Cobb County Business License Division may audit our records to verify same at its discretion.

________________________

SIGNATURE LICENSEE

SWORN UNDER OATH THIS ____ DAY OF ____________, 20___ ____________________________

SIGNATURE OF NOTARY PUBLIC

**THIS FORM MUST BE COMPLETED IN FULL OR NO PRIVILEGE POURING LICENSE WILL BE ISSUED**
Sec. 6-207. Work permits.

(a) For whom required. It is the responsibility of the licensee and designee as stated in section 6-92(g) to ensure that the employees required under this code section obtain and possess the required work permit issued by the county police department prior to working. Employees for the purposes of this section shall include independent contractors. Failure of an employee to possess a work permit while selling or serving alcoholic beverages, as required by this section, shall be unlawful and will subject the employee and licensee to prosecution as provided in this chapter and shall be is grounds for suspension or revocation of the license. A permit to work in any of the following:

1. All employees of package stores.
2. All employees of convenience stores.
3. All employees of businesses with a pouring license who serve or sell alcohol, which shall include waitresses, waiters, and bartenders.
4. In all businesses for which an alcohol license has issued, except as provided in Section 6-207(b), all managers, employees serving in a managerial capacity, and any employee whether or not any such persons sells or serves alcohol.

The licensee to whom an alcoholic beverage license has been issued under this chapter shall not be required to obtain a work permit. Employee for the purposes of this section shall include independent contractors.

(b) Not required. A work permit is not required of the following:
1. The licensee to whom an alcoholic beverage license has been issued under this chapter.
2. An approved substitute licensee, as approved by the business license division.
3. Any person authorized by law to serve alcoholic beverages and is working at a temporary, non-profit fundraising event for which an alcoholic beverage license has been issued under this chapter.
4. Any person authorized by law to serve alcoholic beverages and is working at a temporary trade show event for which a temporary alcoholic beverage license has been issued under this chapter.

(c) Application, issuance, denial. Except as otherwise provided, no person requiring a work permit may be employed by an establishment holding a license under this chapter until such person has been issued a work permit from the county police department indicating the person is eligible for employment. All applications required by this section shall be filed with and investigated by the police department, and such investigation shall include, among other things, an investigation of the criminal record, if any, of the applicant. No work permit shall be issued by the police department if the applicant has violated any of the provisions of Section 6-206 hereof. Any applicant who is denied an alcoholic beverage work permit shall have the right to appeal such decision to the license review board. Appeals to the license review board regarding the denial of an alcoholic beverage work permit must be filed with the business license division within 30 days of the denial. After a hearing, the license review board may approve or deny the work permit. The decision shall be final unless appealed in accordance with 6-207(i). In addition, after the hearing, the license review board may approve or recommend to the board of commissioners approval of a work permit to an employee whose application was originally denied based upon any conditions deemed appropriate by the license review board, pursuant to Section 6-207(i). Denied applicants who fail to file a timely appeal shall not be authorized to reapply for an alcoholic beverage work permit for 12 months from the date of the denial.

(d) Training of permit holders.
1. Licensees are required to provide information to all permit holders on provisions of the law of this state and ordinances regarding the sale of alcoholic beverages to intoxicated and underage persons and the penalties for violating such laws and ordinances.
2. Licensees shall provide regular information, company alcohol sale/service policies and training to all permit holders on the methods, procedures and measures to be taken in order to request, obtain and examine proper identification of patrons to be certain that such persons are of legal age to purchase alcoholic beverages. Training shall include the methods, procedures and measures to be taken in order to refuse sale/service to underage or intoxicated patrons. Training shall provide permit holders with the opportunity to demonstrate and practice skills required in order to comply with company policies for responsible alcohol sale/service. Training shall include a discussion of how permit holders alcohol sale/service practices shall be monitored and enforced by management as well as law enforcement. Training shall include a discussion of the management and law enforcement consequences for violations. Training shall include a pre/post test to determine whether training objectives were met and by whom. Evidence of such training records shall be made available upon request for inspection by the county.

Licensee’s Initials
(3) Detailed records of such training, including the content, date, time, persons attending and copy of pre/post-test, shall be maintained for a minimum of 48 months of the training. Evidence of such training records shall be made available upon request for inspection by the county.

(4) The failure of the licensee to comply with this subsection regarding the training of permit holders shall be grounds for due cause to suspend and/or revoke the license to sell alcoholic beverages.

(e) Permit term. Any work permit issued under this section shall expire 12 months from the date of issuance unless earlier suspended or revoked as provided in this section.

(f) Possession of permits by employees. Employees holding permits issued pursuant to this section shall at all times during their working hours have the permits available for inspection.

(g) Exclusion. This section shall not apply to private clubs.

(h) Work permit requirement. At all times that the business is open the licensee shall have at least one person on the premises who has a valid work permit.

(i) Grounds for suspension, revocation. No permit which has been issued or which may hereafter be issued under this section shall be suspended or revoked except for due cause as defined in this subsection, and after a hearing and upon written notice to the holder of such permit of the time, place and purpose of such hearing and a statement of the charge or charges upon which such hearing shall be held. A minimum of three days' notice shall be provided to the applicant or permit holder. "Due cause" for the suspension or revocation of the permit shall consist of the violating of any laws or ordinances regulating the sale of alcoholic beverages or for the violation of any state, federal or local ordinances set out in Section 6-206; or for the omission or falsification of any material in any application; or for any reason which would authorize the refusal of the issuance of a permit; or for any violation of this chapter. All hearings shall be before the license review board and shall be conducted in the manner provided in Section 6-147.

After the hearing, if the license review board may decide to:

(1) Approve the work permit by an affirmative vote by a supermajority of the license review board. In such cases, the approval shall be final;

(2) Approve the work permit by an affirmative vote of less than a supermajority of the license review board. In such cases the board of commissioners shall, within 60 days of the license review board’s decision, review a summary of the of the appeal or show cause hearing before the license review board wherein the work permit was considered for issuance and the board of commissioners after such review will either concur with recommendations of the license review board or choose to place the matter down for a hearing; or (3) Deny, suspend, or revoke the work permit, when it is determined that due cause exists. The employee whose work permit was denied, suspended, or revoked may appeal the license review board decision to the board of commissioners. The board of commissioners shall, within 60 days of the license review board's decision, review a summary of the appeal or show cause hearing before the license review board wherein the work permit was considered for issuance, suspension or revocation (the summary shall be prepared by the business license division manager) and the board of commissioners after such review will either concur with recommendations of the license review board or choose to place the matter down for a hearing. Should the board of commissioners place the matter down for hearing the board of commissioners, after such hearing, may issue or deny the work permit, or suspend or revoke the work permit. After the final determination by the license review board or board of commissioners, a representative of the business license office will notify the Cobb County Police Department Permits Unit of the decision. If the permit was approved for issuance, the Cobb County Police Department Permits Unit will notify the applicant that the permit has been approved. The employee whose work permit was not issued or whose work permit was denied, probated, suspended or revoked may appeal the board of commissioners decision pursuant to Section 6-147 hereof. The decision of the board of commissioners may be appealed by filing a petition for writ of certiorari to the Superior Court of Cobb County within 30 days of the decision of the board of commissioners.

Licensee’s Initials
Cobb County Alcoholic Beverage License Application
Change of Licensee/Substitute Licensee
6//2017

COBB COUNTY ALCOHOL
WORK PERMIT
AFFIDAVIT

I______________________________ licensee for, __________________________, located at
_____________________________________________________, Georgia____________, applying for a Cobb County
alcoholic beverage license do hereby swear or affirm that all employees and independent contractors prior to working
in my establishment will have a valid Cobb County alcoholic beverage permit as required by the attached Section 6-207
of the Cobb County Code of Ordinances which I have initialed indicating that I have read it and understand its
provisions. All statements in this affidavit are true and made this __________day of _____________________,
20______.

_______________________________
Signature of licensee

_______________________________
Notary Public

_______________________________
Date
Alcohol Licensing Fingerprint Requirements

GCIC has contracted with Cogent Systems to provide the Georgia Applicant Processing Services (GAPS) to perform electronic submission of all licensees’ fingerprints in regards to Alcohol Licensing. **YOU MUST REGISTER** with Cogent Systems **PRIOR** to going to one of their fingerprint sites. Registration may be completed online or over the telephone. To have your fingerprints completed prior to submitting your application, please do the following:

1. Go to GAPS website at www.ga.cogentid.com
2. Click Registration, select “City/County Government and Law Enforcement Agencies”
3. Select “Alcohol and Liquor Licensing”
5. For Reason select “Alcohol/ Liquor Licensee”.
6. Complete the Applicant Registration
7. Follow the instructions on the website.

To register by telephone:

1. Call 1-888-439-2512 Mon thru Fri, 8am to 6pm EST

During the registration process, demographic data about you will be collected (name, address, SSN, etc.). There will be no data collection or registration at the fingerprint collection sites. A list of available sites is on the GAPS website.

You will receive a GAPS registration number with an option to pay with a credit card or debit card online. You will be charged a service fee for each licensee being fingerprinted. Money orders/ casher’s check PAYABLE TO COGENT SYSTEMS will be accepted at the collection sites for those applicants who do not have the means to pay electronically.

Once registered and payment type has been determined, you may proceed to the fingerprint collection site of your choice. You must take with you a current, valid and unexpired picture identification which can be one of the following:

- State Issued Driver’s License or Identification Card with Photo
- US Passport with Photo
- US Active Duty/Retiree/Reservist Military ID Card with Photo
- Government Issued Employee Identification Card with Photo

Also, take to the fingerprint center for verification with these numbers:

- **The Cobb County OAC Number**: GA923194Z
- **Verifying Code**: 923194Z

You **MUST** submit your fingerprints electronically before returning your Alcohol License Application to Cobb County Business License. If you have any questions please contact one of the following about GAPS.

Cogent Email or Support Requests

gahelp@cogentsystems.com

Telephone inquiries 1-888-439-2512
Cobb County Alcoholic Beverage License Application
Change of Licensee/Substitute Licensee
6/2017

Cobb County Alcoholic Beverage and Business License
Fingerprint Affidavit

By executing this affidavit under oath, as an applicant for a Cobb County Alcoholic Beverage and Business License for ______________________ (name of business) I ______________________ (name of applicant) have submitted fingerprints to the Georgia Bureau of Investigation through GAPS in compliance with O.C.G.A 3-3-2.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

_____________________________  ______________________________
Signature of Applicant             Date

_____________________________
Printed Name

_____________________________
TCN#

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
______ DAY OF __________, 20__

_____________________________
Notary Public
My Commission Expires:
TO BE COMPLETED BY ALL APPLICANTS/LICENSEES LISTED IN THE APPLICATION

GEORGIA, COBB COUNTY

I, __________________________, SWEAR THAT THE FACTS AND STATEMENTS STATED BY ME IN THE ABOVE AND FOREGOING ANSWERS ARE TRUE AND COMPLETE, AND THAT NO FALSE OR FRAUDULENT STATEMENTS ARE MADE HEREIN, AND NO FALSE OR FRAUDULENT STATEMENT OR STATEMENTS HAVE OR WERE MADE IN ORDER TO PRODUCE THE GRANTING OF AN ALCOHOLIC BEVERAGE LICENSE.

I FURTHER CERTIFY THAT I WILL NOTIFY COBB COUNTY BUSINESS LICENSE DIVISION OF ANY CHANGE IN MANAGEMENT, LICENSEE OR OWNERSHIP IMMEDIATELY.

________________________
SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ DAY OF ___________, 20____

________________________
NOTARY PUBLIC

________________________
SIGNATURE AND TITLE OF PERSON OTHER THAN APPLICANT FILLING OUT THIS APPLICATION

________________________
TELEPHONE NUMBER

ALL QUESTIONS MUST BE ANSWERED

RECEIVED IN COBB LICENSE DEPARTMENT ON_______________ AT_______________

BY __________________________
BUSINESS LICENSE CLERK

DATE
Licensee/Substitute Licensee Personal Statement
(A photo of the applicant must be attached)

1. Full name of owner/licensee (Do Not Use Initials) ______________________________________
   Include maiden name(s), alias(s), sir name, etc.

2. SS # _____-____-_____ Business Phone ____________ Home Phone ____________
   Cell Phone __________________

3. Home Address: ________________________________________________________________
   (include city, state and zip)

4. Business Address: ______________________________________________________________
   (include city, state and zip)

5. Email Address: ________________________________________________________________

6. Race: ______ Sex: ____________ Age: ______

7. Place of Birth: __________________________ Date of Birth: __________________________
   U.S. Citizen by (please check one): Birth ____ Naturalization ____ Not a Citizen ____
   If naturalized: Certificate # ______________________

   If not a citizen, complete the following:

   Alien Registration #: ______________________ Native Country: ______________________

   *MUST PROVIDE COPIES OF IMMIGRATION DOCUMENTS*

8. Number of years resided at your present address? ________________________________

9. What has been your occupation for the past five (5) years? ________________________

10. What is your position title with the business submitting this application? ____________

10. Are you:   (Circle one)
   Single    Married    Widowed    Divorced    Separated

   ***If you have ever been married you are not single***
11. If **married or separated**, complete the following information on spouse.

   Full Name of Spouse: __________________________________________________________
   Social Security No.: ___________________ Spouse’s Maiden Name: __________________
   Place of Birth: ________________________ Date of Birth: ________________________
   U.S. Citizen by (please check one): Birth ____ Naturalization ____ Not a Citizen ____
   If naturalized: Certificate #___________________

   **If not a citizen, please complete the following**

   Alien Registration #: ____________________________________
   Native Country: ____________________________________________

   *MUST PROVIDE COPIES OF IMMIGRATION DOCUMENTS*

   Is your spouse employed? **YES** or **NO** (circle one)
   Name of spouse’s employer: __________________________________________
   Address of employer: __________________________________________

12. Give names and addresses of all immediate living relatives:

   Father: _______________________________________________________________________
   Mother: _______________________________________________________________________
   Brother(s)/ Sister(s): ___________________________________________________________________

   Father-in-law: ___________________________________________________________________
   Mother-in-law: ___________________________________________________________________
   Adult Children (over the age of 18) ______________________________________________

13. Do you have financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the premises?

   If yes, give details: ____________________________________________________________
14. Do you or does your spouse or any relative have any financial interest, or are you or your spouse or any relative employed in any wholesale or retail alcoholic beverage business other than the business submitting the license application of which this personal statement is a part?

If yes, please give name, location, amount of interest, and/or type of employment in each.

___________________________________________________________________________________________

___________________________________________________________________________________________

15. List occupation(s) for the past five (5) years.

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<th>From Month/Year</th>
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<th>Employer Address/Phone</th>
<th>Reason for Leaving</th>
<th>Salary</th>
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16. Have you or your spouse ever been:

A. Arrested  Yes ( ) No ( )  B. Convicted  Yes ( ) No ( )
C. Detained  Yes ( ) No ( )  D. Indicted  Yes ( ) No ( )
E. Pled Guilty  Yes ( ) No ( )  F. Pled Nolo Contendre  Yes ( ) No ( )
G. On Probation  Yes ( ) No ( )  H. Any Pending Charges  Yes ( ) No ( )

I. If you answered “YES” to any of these questions, list below in complete detail the name, dates, charges, places of arrest, and disposition of charges(s). (Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not given for any reason.)

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________
TO BE COMPLETED BY ALL APPLICANTS/LICENSEES

I, __________________________, DO SOLEMNLY SWEAR, THAT THE FOREGOING STATEMENTS ARE TRUE. I UNDERSTAND THAT ANY FALSEHOODS ARE GROUNDS FOR AUTOMATIC DISMISSAL OF THIS APPLICATION.

I FURTHER CERTIFY THAT I WILL NOTIFY THE COBB COUNTY BUSINESS LICENSE DIVISION OF ANY CHANGES AFFECTING MY STATUS AND/OR POSITION WITH THIS COMPANY.

_______________________________________________
APPLICANT NAME (PRINT)

_______________________________________________
APPLICANT SIGNATURE, FULL NAME IN INK

_______________________________________________  ______________________________
NOTARY PUBLIC                                DATE
TO BE COMPLETED BY THE LICENSEE/SUBSTITUTE LICENSEE, SPOUSE OF LICENSEE/SUBSTITUTE LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.

CONSENT FORM

I HEREBY AUTHORIZE COBB COUNTY BUSINESS LICENSE TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN GEORGIA.

____________________________________
FULL NAME PRINTED

____________________________________
STREET ADDRESS

____________________________________
CITY, STATE, & ZIP

_____   _____   _____________________
SEX      RACE     DATE OF BIRTH     PLACE OF BIRTH

____________________________________
SOCIAL SECURITY NUMBER          ALIEN NUMBER (IF NOT A US CITIZEN)

_______________________________
SIGNATURE

____________________________________
NOTARY PUBLIC                  DATE
TO BE COMPLETED BY THE LICENSEE/SUBSTITUTE LICENSEE, SPOUSE OF LICENSEE/SUBSTITUTE LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.

CONSENT FORM

I HEREBY AUTHORIZE COBB COUNTY BUSINESS LICENSE TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN GEORGIA.

____________________________________
FULL NAME PRINTED

____________________________________
STREET ADDRESS

____________________________________
CITY, STATE, & ZIP

____________________________________
SEX RACE DATE OF BIRTH PLACE OF BIRTH

____________________________________
SOCIAL SECURITY NUMBER ALIEN NUMBER (IF NOT A US CITIZEN)

____________________________________
SIGNATURE

____________________________________
NOTARY PUBLIC DATE
RASS WORKSHOP PROVIDERS

TRAINING INSTITUTE FOR RESPONSIBLE VENDORS, INC.

To register for a workshop please call our office at 404 – 531 – 9237.

www.tirv.net

To register for a workshop go to rassworkshops.com

http://evindi.com/2015-rass-workshop

To schedule a private workshop email MLStumpe@gmail.com
THIS AFFIDAVIT MUST BE COMPLETED

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Business License / Occupational Tax Certificate as referenced in O.C.G.A. § 50-36-1, from Cobb County the undersigned applicant verifies one of the following with respect to my application for public benefit:

Do not check more than one option.

_____ 1) I am a United States citizen.

_____ 2) I am a legal permanent resident of the United States.

_____ 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: ____________________________________________.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: (i.e. driver’s license, I-551, I-766, Passport, etc.)

_________________________________________________________________________

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in __________________________, __________________________, (city) (state)

____________________________________
Signature of Applicant

____________________________________
Printed Name of Applicant

____________________________________
Applicant Phone Number

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF ______, 20____.

____________________________________
NOTARY PUBLIC

My Commission Expires:__________________
THIS AFFIDAVIT MUST BE COMPLETED

Private Employer Affidavit

Business Name: ____________________________________________________
Occupation Tax #: _______________________

NUMBER OF EMPLOYEES (COMPANY-WIDE): ______ (Required)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other

Section 1. Please check only one:
(A) ________ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) ________ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2. The employer has registered with and utilizes the federal work authorization program in
undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

__________________________________
Name of Private Employer

__________________________________
Federal Work Authorization User Identification Number

__________________________________
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on __________, ______, 20__ in ________ (city), ________ (state).

__________________________________
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ______ DAY OF ______________, 20__.

NOTARY PUBLIC
My Commission Expires: __________________________

To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.