



Alcohol Licensing Portal

# Business Partners

## KEY FACTS ABOUT THE ALCOHOL LICENSING PORTAL (ALP)

### What is the Centralized Alcohol Licensing Portal?

The Georgia Department of Revenue (“Department”) has developed a centralized state-wide Alcohol Licensing Portal (“ALP”) in a collaborative effort with local governing authorities to streamline the retail alcohol initial registration and renewal licensing process. This web-based secure portal ensures both the Department and local licensing jurisdictions receive, review, and process all retail alcohol applications in the ALP.

### Important Facts You Should Know:

#### When will the ALP be available?

The ALP will be completed in two phases. Please see the projected timeline below:

*Phase 1 Initial Licensing:* Jan. 12, 2022

*Phase 2 Renewal Licensing:* Sept. 2022

Initial retail alcohol registration and licensing will be unavailable from **Jan. 3, 2022** thru **Jan. 11, 2022**.

#### We Need Your Help, Team!

During this transition, we need your assistance with testing the new portal. Additionally, we are requesting your feedback on the continual development and implementation of this new process.

**Detailed instructional guides will be published on the Department’s website to provide guidance on the use of the ALP.**

#### Key Information About the ALP

Local Governing Authorities will create an account, upload all license types and license fees, and include additional documents an applicant or licensee will need to meet the requirements for obtaining a local license.

The new centralized licensing application process is designated for retail alcohol licensing only. The Department issues the following license types:

- Retail Beer/Wine
- Retail Package (package stores)
- Consumption on Premises (includes distilled spirits)
- Special Events

#### Additional Details:

- Primary logons have been set up by the Department for each local licensing authority. You may add secondary logons for additional staff as needed.
- You may also view and track the status of all alcohol license applications in the ALP.
- A valid local license or permit is still required before the Department approves and issues a state license or permit.
- Local licensing jurisdictions will upload an electronic copy of the local license to the Department in ALP.

If you have any questions, please contact the Department of Revenue via email at [ATDIV@DOR.GA.GOV](mailto:ATDIV@DOR.GA.GOV)