

The Georgia Department of Revenue issues alcohol and tobacco permits to representatives who are employed with an existing Georgia licensed manufacturer, wholesaler, broker, or importer for the purposes of conducting sales or promotional activities. The purpose of this document is to provide instructions on how to apply for an alcohol or tobacco permit using Georgia Tax Center.

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### How to Submit a New Permit Application

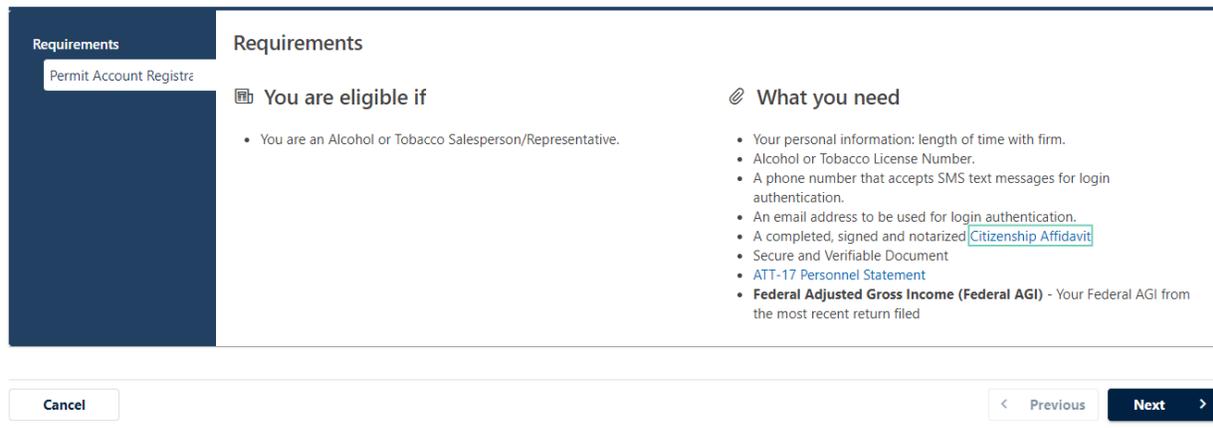
1. Go to [Georgia Tax Center](#) website.
2. Select **Register a Permit Account**.



## Applying for an Alcohol or Tobacco Permit

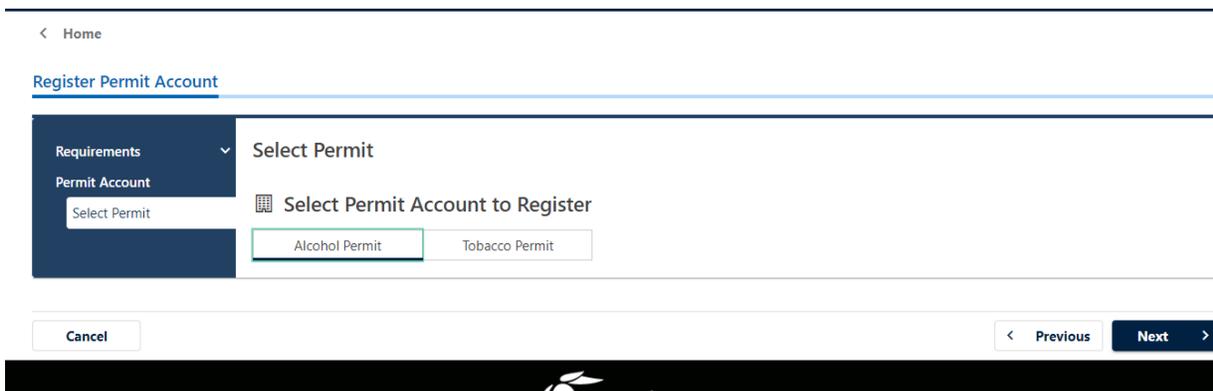
3. Read the “Requirements” section and confirm that you have the information before completing this request. Select **Next**.

### Register Permit Account



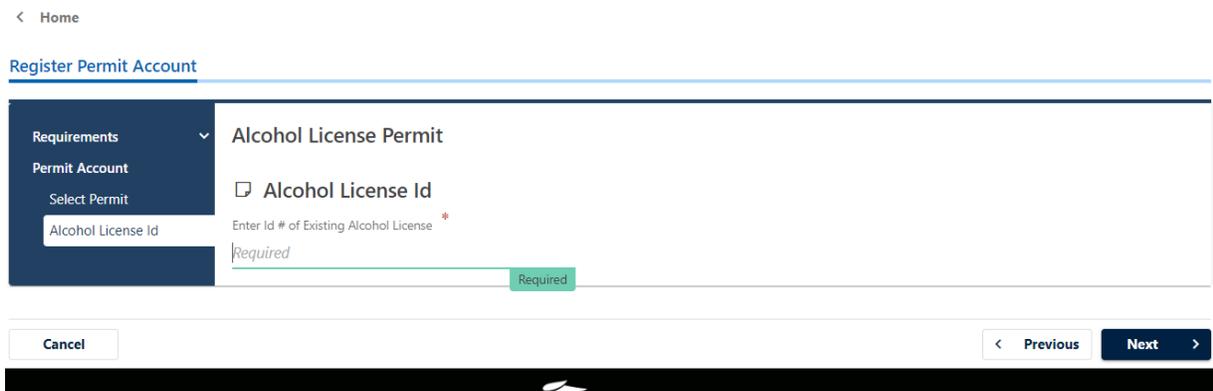
The screenshot shows the 'Requirements' section of the 'Register Permit Account' process. On the left, a sidebar contains 'Requirements' and 'Permit Account Register'. The main content area is titled 'Requirements' and is divided into two columns. The left column, 'You are eligible if', contains a single bullet point: 'You are an Alcohol or Tobacco Salesperson/Representative.' The right column, 'What you need', contains a list of requirements: 'Your personal information: length of time with firm.', 'Alcohol or Tobacco License Number.', 'A phone number that accepts SMS text messages for login authentication.', 'An email address to be used for login authentication.', 'A completed, signed and notarized [Citizenship Affidavit](#)', 'Secure and Verifiable Document', 'ATT-17 Personnel Statement', and 'Federal Adjusted Gross Income (Federal AGI) - Your Federal AGI from the most recent return filed'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

4. Select **Alcohol Permit** or **Tobacco Permit** and select **Next**.



The screenshot shows the 'Select Permit' section of the 'Register Permit Account' process. The sidebar contains 'Requirements' and 'Permit Account'. The main content area is titled 'Select Permit' and contains a sub-section 'Select Permit Account to Register' with two buttons: 'Alcohol Permit' and 'Tobacco Permit'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

5. Enter the employer’s alcohol or tobacco license number and select **Next**.



The screenshot shows the 'Alcohol License Permit' section of the 'Register Permit Account' process. The sidebar contains 'Requirements', 'Permit Account', and 'Select Permit'. The main content area is titled 'Alcohol License Permit' and contains a sub-section 'Alcohol License Id' with a text input field. The input field has a placeholder 'Enter Id # of Existing Alcohol License \*' and a 'Required' label. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

6. Enter the required information and select **Next**. Below is a screenshot of the alcohol license permit page.

home

[Register Permit Account](#)

Requirements

Permit Account

Select Permit

Alcohol License Id

Alcohol License Permit

### Alcohol License Permit

Alcohol License Permit Information

License Number:

License Type: Wholesaler

Account Start Date: 30-Oct-2023

Select the Alcohol Sales Types for this account

Beer:  Yes  No

Wine:  Yes  No

Liquor / Distilled Spirits:  Yes  No

Fingerprints are Required for Liquor. An agent will contact you for fingerprints.

Permit Holder Information

Amount of time employed by Firm

Have you ever been arrested? \*

Yes  No

7. Enter the Affidavit information and select **Next**.

Requirements

Permit Account

Customer Information

Alcohol License Id

Alcohol License Permit

Alcohol License Information

Alcohol License Information

### Affidavit Information

Affidavit Information

Select Residency Status from List \*

Required

Date of Birth: Required

Are you eighteen or older? \*

Yes  No

8. Select applicable ID Type, enter the personal information details, and select **Next**.

Register Permit Account

- Requirements
- Permit Account
- Customer Information
  - Affidavit Information
  - Personal Information

### Personal Information

Provide the following personal information

Select Id Type \*  
SSN Individual Taxpayer ID

Enter Id # \*  
Required

Verify Id #

First Name \*  
Required

Middle Initial

Last Name \*  
Required

Suffix

Cancel Previous Next

9. Enter your Federal Adjusted Gross Income from your most recently filed income tax return and select **Next**.

Register Permit Account

- Requirements
- Permit Account
- Customer Information
  - Affidavit Information
  - Personal Information
  - Income Information

### Income Information

#### Income Information

#### Federal Adjusted Gross Income

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ. You must have filed a return with the State of Georgia.

Most recent Federal AGI  
0.00

Cancel Previous Next

10. Enter the address information and verify your address. Select **Next**.

Register Permit Account

Requirements

Permit Account

Customer Information

Affidavit Information

Personal Information

Income Information

Address

### Address

#### Address Information

Select Country from list

USA

---

Street \*

Required

---

Street 2

---

Select Unit Type from list (Apt, Suite, etc.)

---

Unit # (if Unit Type is selected)

---

City \*

Required

---

Select State from list

GEORGIA

---

Zip Code +4 \*

Required

---

Select County from list \*

Required

---

Attention

---

Verify your address

Address must be verified before continuing. 1

Cancel

< Previous
Next >

11. Enter the required information under the “Create Login” section and select **Next**.

Register Permit Account

Requirements

Permit Account

Customer Information

Login

Create Login

### Create Login

#### Enter login information

Login \*

Required

---

Password \*

Required

---

Confirm Password \*

Required

---

#### In case you forget your password

Select Secret Question from list \*

Required

---

Secret Answer \*

Required

---

Confirm Answer \*

Required

---

#### Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

#### Enter contact information

User's Name

TEST TEST

---

E-mail \*

Required

---

Confirm E-mail \*

Required

---

Country

USA

---

Select Phone Type from list \*

Required

---

Phone Number \*

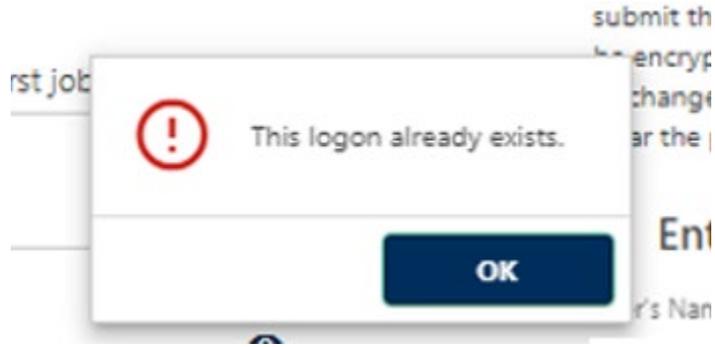
Required

---

Cancel

< Previous
Next >

**NOTE:** If the logon exists in the system an error message will appear, and you must provide new logon details.



12. Attach the required documents and select **Next**.

[Register Permit Account](#)

- Requirements
- Permit Account
- Customer Information
- Login
- Attachments

### Attachments

[Add Attachment](#)

Type	Name	Size
There are no attachments.		

Please Attach the Required Documents

Attachment Type	# Attached	# Required	Max # Allowed
ATT-17 Personnel Statement	0	1	20
Secure and Verifiable Document	0	1	10
Citizenship Affidavit	0	1	10

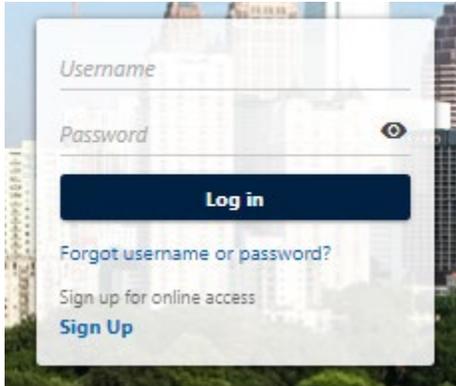
[Cancel](#)

[< Previous](#)
Next >

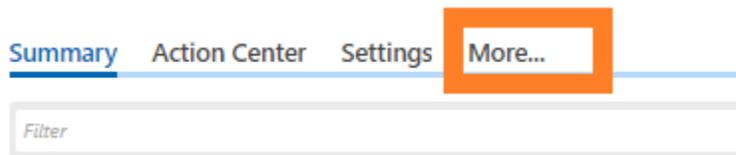
13. Submit the request.

### How to Register a Permit from an Existing GTC Account

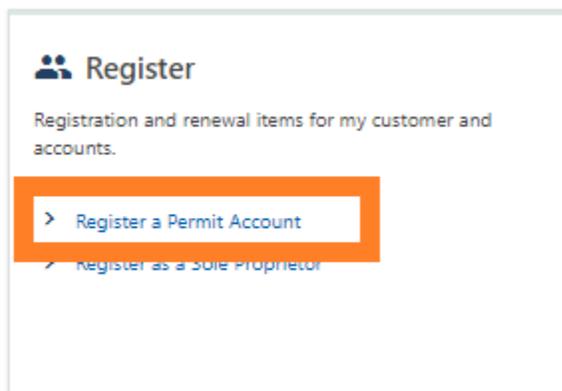
1. Log into your [Georgia Tax Center](#) account.



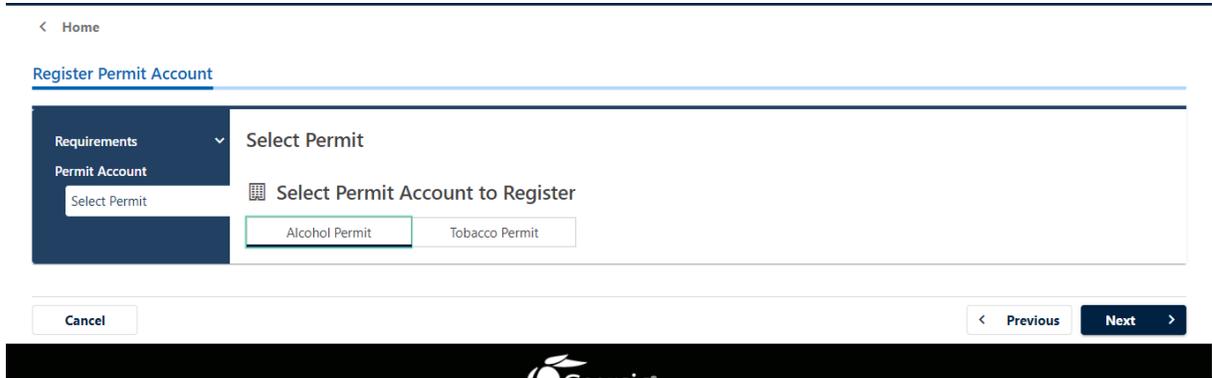
2. Select **More**.



3. Select **Register a Permit Account**.

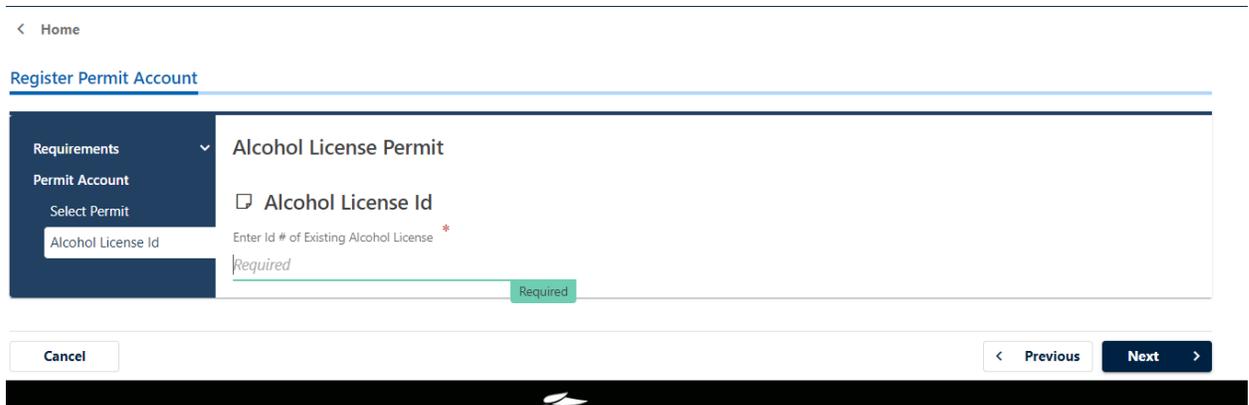


4. Select **Alcohol Permit** and select **Next**.



The screenshot shows a mobile application interface for registering a permit account. At the top, there is a navigation bar with a back arrow and the text '< Home'. Below this is a header 'Register Permit Account' with a blue underline. On the left, a dark blue sidebar contains a menu with 'Requirements' (expanded), 'Permit Account', and 'Select Permit'. The main content area is titled 'Select Permit' and contains a sub-section 'Select Permit Account to Register' with two buttons: 'Alcohol Permit' (highlighted with a green border) and 'Tobacco Permit'. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >' (highlighted in dark blue).

5. Enter the employer's alcohol or tobacco license number and select **Next**.



The screenshot shows the next step in the mobile application. The navigation bar remains the same. The header 'Register Permit Account' is still present. The sidebar menu now has 'Alcohol License Permit' selected. The main content area is titled 'Alcohol License Permit' and contains a sub-section 'Alcohol License Id' with a text input field. The input field has a placeholder 'Enter Id # of Existing Alcohol License \*' and a red asterisk. Below the input field, the word 'Required' is written in a light green font. At the bottom, the buttons are 'Cancel', '< Previous', and 'Next >' (highlighted in dark blue).

6. Enter the required information and select **Next**.

home

[Register Permit Account](#)

Requirements

Permit Account

Select Permit

Alcohol License Id

Alcohol License Permit

### Alcohol License Permit

Alcohol License Permit Information

License Number:

License Type: Wholesaler

Account Start Date: 30-Oct-2023

Select the Alcohol Sales Types for this account

Beer:  Yes  No

Wine:  Yes  No

Liquor / Distilled Spirits:  Yes  No

Fingerprints are Required for Liquor. An agent will contact you for fingerprints.

Permit Holder Information

Amount of time employed by Firm

Have you ever been arrested? \*

Yes  No

7. Enter the Affidavit information and select **Next**.

Requirements

Permit Account

Customer Information

Alcohol License Permit

Affidavit Information

### Affidavit Information

Affidavit Information

Select Residency Status from List \*

Required

Date of Birth: Required

Are you eighteen or older? \*

Yes  No

- Attach the required documents and select **Next**.

Register Permit Account

- Requirements
- Permit Account
- Customer Information
- Login
- Attachments

### Attachments

[Add Attachment](#)

Type	Name	Size
There are no attachments.		

Please Attach the Required Documents

Attachment Type	# Attached	# Required	Max # Allowed
ATT-17 Personnel Statement	0	1	20
Secure and Verifiable Document	0	1	10
Citizenship Affidavit	0	1	10

Cancel
< Previous
Next >

- Submit the request.