GO TO WEBSITE

https://atlantaga-energov.tylerhost.net/Apps/SelfService#/home

ATLANTA
POLICE DEPARTMENT

License & Permits Unit

HOW TO SUBMIT A NEW ONLINE APD BUSINESS APPLICATION

Set up an account. If you already have an account just log in.

Select the desired application and submit any required documents

MONEY ORDER
$200.00
1234 5678 9101 1213

Pay Invoices for any applicable fees.

An investigator will schedule an appointment to complete processing. (i.e. fingerprinting, permit photo, etc.)

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Ensure you have all the required documents before you submit.

- To access the documents required for your application type, click here.

- Or go to the following website:
https://www.atlantapd.org/business/business-forms/atl-core-citizen-self-service-portal-help-guides

- Find the Application Guide and Downloadable Forms section located on the right.

- Select the application type that you desire to submit.

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HOW TO SUBMIT YOUR APPLICATION

Use the following step by step guide on submitting your application through the portal.
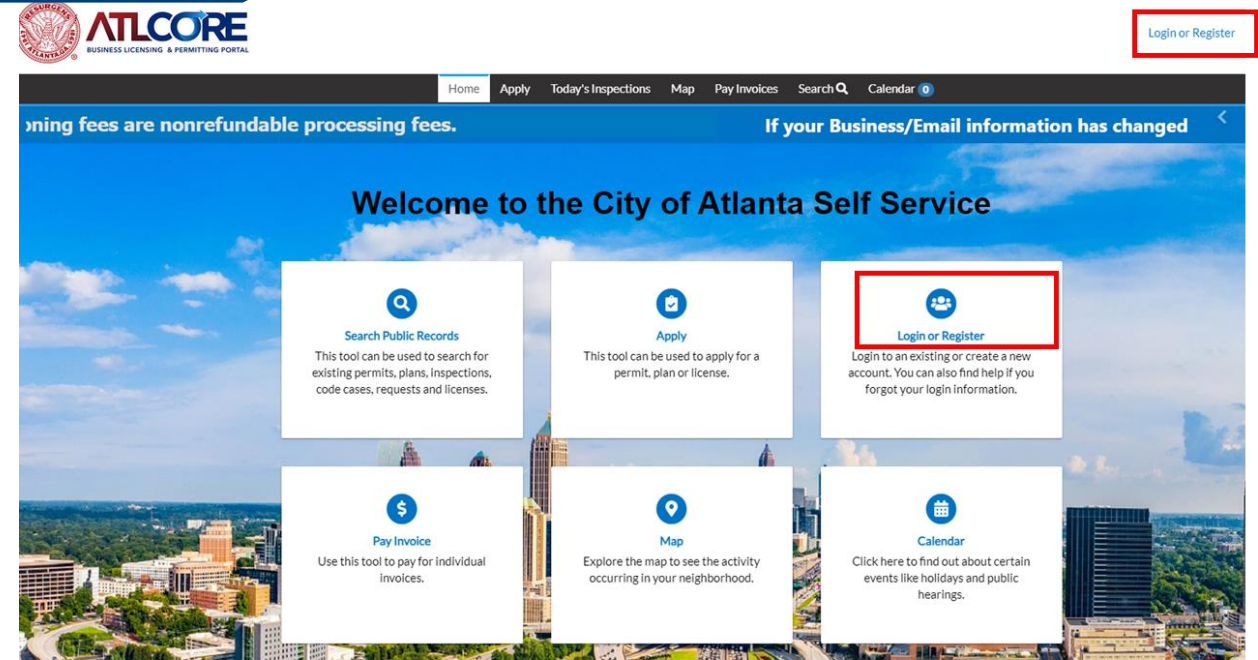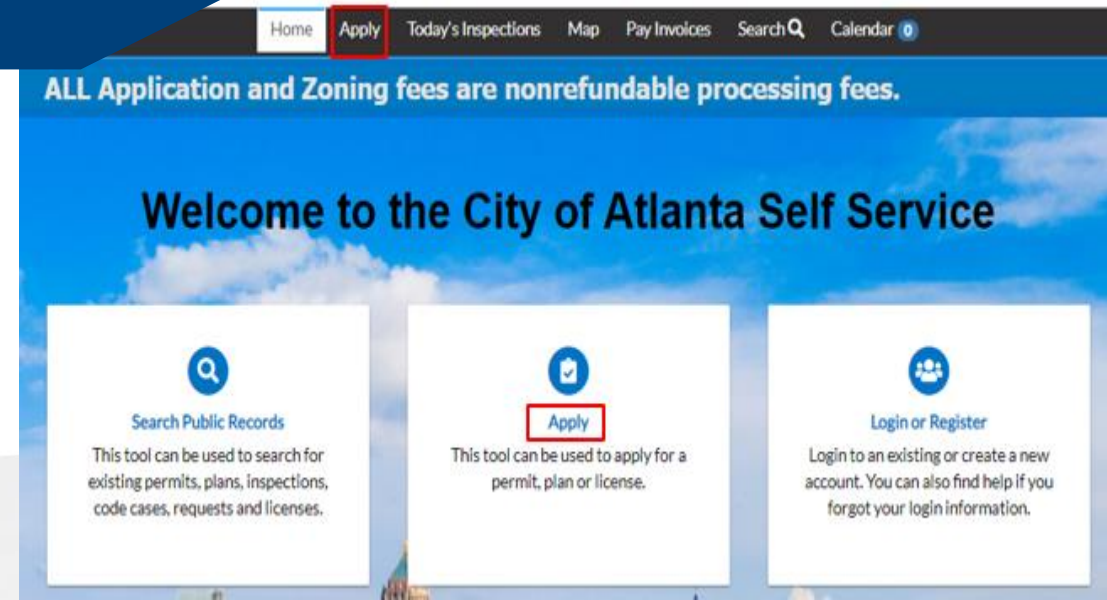
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1. To log in, click **Login or Register (if you do not currently have an account)** from the center of the home page or top right corner of the page.

2. To apply, click **APPLY** from the center of the home page or top navigation banner on the page.

3 SEARCH FOR APPLICATION

1. Options to search for the license type you are applying for:

   a) Type the name of the application into the Application Assistant Search Bar and click the **Search Icon** or press **Enter** on your keyboard.

   b) Use the four tiles below the search bar to narrow your search based on the available options: See **All**, **Trending, Licenses Only, Permits Only.**

Application Assistant

Search for application names and keywords

🏠 All | 📈 Trending | 👥 My History | 💳 LICENSES | 🏢 PERMITS

> Show Categories   Show My Templates

Alcohol License - Consumed On-Premise   [Apply]
Category Name: Description:
Alcohol License - Consumed On-   A consumed on premise license is issued to an establishment in which liquor, beer, and/or wine are
Premise   consumed on site.

Adult Entertainment - Entertainer / Dancer   [Apply]
Category Name: Description:
Individual License   Everyone who is working inside the adult entertainment establishment is required to obtain an adult
                                  entertainment permit, including the owner. This is including but not limited to: bartenders, deejays,
                                  owners, security, dishwashers, "house mothers," kitchen staff and any other employees who work for
                                  the adult entertainment establishment.

4 SELECT APPLY

2. Select your desired application from the list of available applications.

3. Click **Apply** to begin the application process.

Application Assistant

ALCOHOL

Alcohol License - Brewing/Manufacturing

Alcohol License - Consumed On-Premise

Alcohol License - Importer

Alcohol License - Retail Package

Alcohol License - Wholesale Inside City

Adult Entertainment - Entertainer / Dancer   [Apply]
Category Name: Description:
Individual License   Everyone who is working inside the adult entertainment establishment is required to obtain an adult
                                  entertainment permit, including the owner. This is including but not limited to: bartenders, deejays,
                                  owners, security, dishwashers, "house mothers," kitchen staff and any other employees who work for
                                  the adult entertainment establishment.

General Business License - Other Services except Public Administration   [Apply]
Category Name: Description:

1. Select the **Company Type** from the dropdown menu, then click the **Blue Icon** to **Create New Business** which serves as the business profile for this application.

****** If you are submitting a new application for an existing business, select that business from the list of businesses associated with your account.

Select Company Type ⌄

Create New Business During Application

+

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HELPFUL TIPS

Apply for License - Temporary Alcohol License   *REQUIRED

① Locations   ② Type   ③ Contacts   ④ More Info   ⑤ Attachments   ⑥ Signature   ⑦ Review and Submit

LOCATIONS

Your business location and mailing address are required for this application to be submitted. Use the manual entry option to add mailing addresses located outside of the Atlanta area.

Business Location ⌄

Add Location

+

Create Template   Save Draft   Next

In the event that you are not able to complete the application, select **Save Draft.** Doing this will allow you to log out and return to where you left off in the application.

Create a Template

Create Template

*Please enter a template name   [   ]

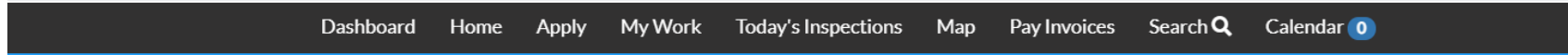Note: Attachments cannot be saved in a template

Save Template   Cancel

Select **Create Template.**

If you are submitting more than one application with like information, use this feature when you are ready to submit another business. Choose the template that you created and the fields will populate as long as it is the same type of application.
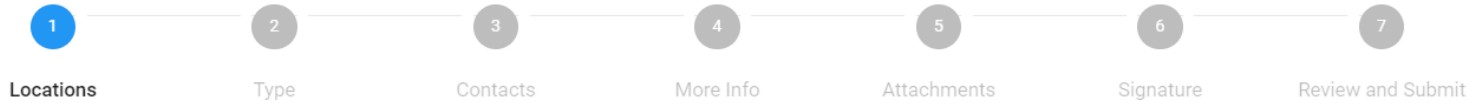
ATLCORE

Dashboard   Home   Apply   My Work   Today's Inspections   Map   Pay Invoices   Search 🔍   Calendar ⓪

Apply for License - Temporary Alcohol License

*REQUIRED

①——②——③——④——⑤——⑥——⑦
Locations   Type   Contacts   More Info   Attachments   Signature   Review and Submit

LOCATIONS

Your business location and mailing address are required for this application to be submitted. Use the manual entry option to add mailing addresses located outside of the Atlanta area.

Business Location ⌄

Add
Location

+
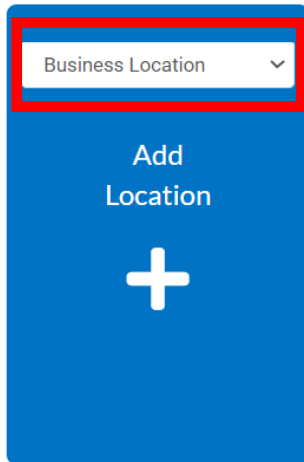
1. Select the type of location you are adding from the dropdown menu, then click the **Blue Icon** to **Add Location.**

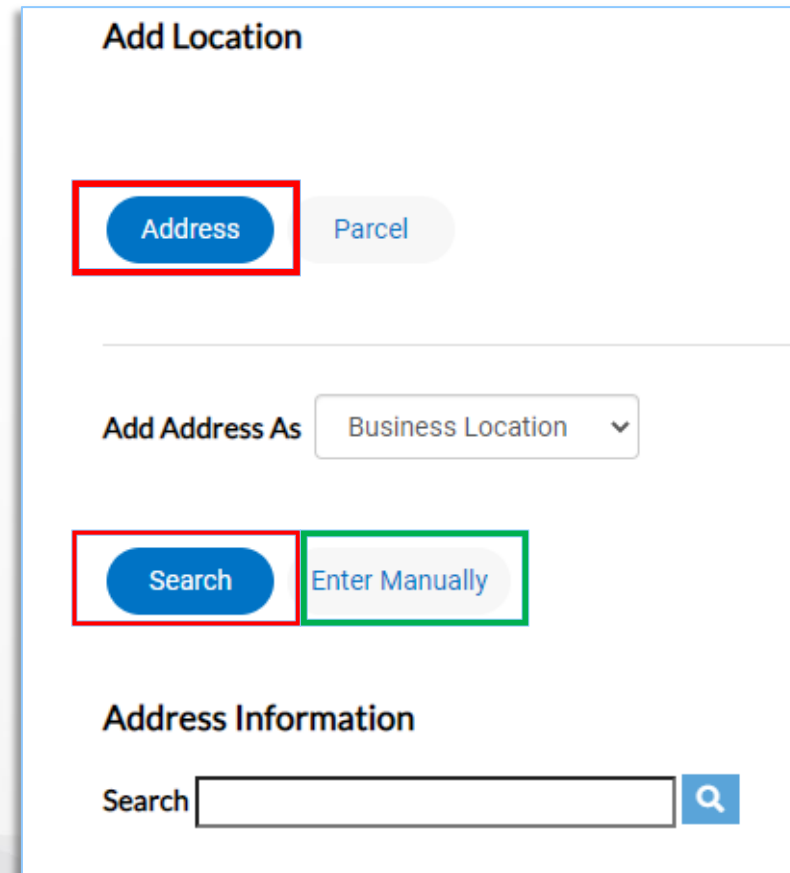A new window will open for you to enter your address details.

After saving your address details, click **Next.**

*** Be sure to add the location of your business and your preferred mailing address if applicable.

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There are two different methods for adding an address to your business account: You can search our database for an address, or you can enter the address manually.

Searching for an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press **Enter** on your keyboard.
3. Returned results will be displayed below the search bar.

Add Location

Address | Parcel

Add Address As | Business Location ▾

Search | Enter Manually

Address Information

Search | 🔍

Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Click **Enter Manually** and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

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Provide all necessary **Business Details** for your company.

Helpful Tips

- **Company Name** is the same as **Legal Business Name**
- **DBA** is the same as **Trade Name / Doing Business As Name**
- **TIN** is your **Federal Tax ID** from the IRS.
- **Tax ID** is your **State Tax ID** from the State of GA.

Refer to **NAICS** for your **Industry Classification** https://www.naics.com/search/ or you can search for a code by clicking **Select Industry Classification.**

Description should include the description of the operations in which the license will be used to support.

Dashboard   Home   Apply   My Work   Today's Inspections   Map   Pay Invoices   Search 🔍   Calendar 0

Apply for License - Temporary Alcohol License   *REQUIRED

① Locations   ② Type   ③ Contacts   ④ More Info   ⑤ Attachments   ⑥ Signature   ⑦ Review and Submit

BUSINESS DETAILS

Please complete your application in its entirety. Note: The Company Name is the name filed with the state/legal name of your business. The DBA is the Operating/Trade Name of business.

* Company Type — Limited Liability Company

* Company Name

Business Description

DBA

* Location

TIN

Tax ID

* Industry Classification(s) — Select Industry Classification

LICENSE DETAILS

* License Type — Temporary Alcohol License

* Description

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Apply for License - Temporary Alcohol License   *REQUIRED

✓ Locations   ✓ Type   ③ Contacts   ④ More Info   ⑤ Attachments   ⑥ Signature   ⑦ Review and Submit

CONTACTS

Please list the licensee, manager, and owner(s) of the business. If corporation, please add the first 5 principal owners/officers as contacts.

Agent

Add Contact

+

REQUIRED

Business Owner

Add Contact

+

Back   Create Template   Save Draft   Next

Add Contact

Add Contact As : Licensee

Search   Enter Manually   My Favorites

Search [Name, E-mail, or Company] 🔍

Depending on the type of application you are submitting; one or more contacts may be required. You can use a contact more than one time.

Select the contact type from the dropdown menu, then click the **Blue Icon** to **Add Contact**.

*** If the contact has been entered, or is an existing contact, Search for the contact instead.

Add a Contact by Entering a Name, Email, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually.

Apply for License - Temporary Alcohol License   *REQUIRED

Locations — Type — Contacts — **More Info** (4) — Attachments (5) — Signature (6) — Review and Submit (7)

MORE INFO

Please complete your application in its entirety. Failure to complete all non-required fields could result in a delay in processing your application.

General Info   Next Section | Top | Main Menu

General Business License#   [   ]

How many additional facilities do you have?   [   ]

Temporary License   Previous Section | Top | Main Menu

*Is Applicant: [▾]

Is Applicant: is required.

Complete the **More Information** section of the application and click **Next**.

NOTE: Failure to complete all of the questions may cause a delay in processing .

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Dashboard   Home   Apply   My Work   Today's Inspections   Map   Pay Invoices   Search 🔍   Calendar **0**

Apply for License - Temporary Alcohol License   *REQUIRED

✓ Locations   ✓ Type   ✓ Contacts   ✓ More Info   **5** Attachments   6 Signature   7 Review and Submit

Attachments

SUBMIT the following required documents to complete your application: Personal History Form, SAVE Affidavit, and Government Issued ID.

Government Issued ID

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,

REQUIRED

Government Issued ID ⌄

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,

Select the Drop-Down Menu to select additional required documents to attach.

Back   Create Template   Save Draft   Next

Upload or Drag and Drop the **Required Attachments** on the next screen. You will not be able to proceed without providing the required documents.

NOTE: You can click **Save as Draft** to save your application until you have the required documents.

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Apply for License - Temporary Alcohol License   *REQUIRED

✓ Locations   ✓ Type   ✓ Contacts   ✓ More Info   ✓ Attachments   6 Signature   7 Review and Submit

SIGNATURE

I, being duly sworn according to law, do swear/affirm that the facts and details stated by me in the foregoing answers to questions are true, and complete, and no false or fraudulent statements are made herein - that such answers were made in order to procure granting of such license.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ⬤

Magic Michelle
April, 13 2021

X   Draw Signature Here

Clear

Back   Create Template   Save Draft   Next

The Agent/Licensee's name and signature should be submitted.

Select **Next.**

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Apply for License - General Business License - Accommodation and Food Services   *REQUIRED

Review all application details prior to clicking **Submit** to submit your application.

Locations — Type — Contacts — More Info — Attachments — Review and Submit

Submit

✓ **Your application was successfully submitted!**

Thank you! You have successfully submitted your application for review. Please note that required fees must be paid before the processing and/or issuance of a license. All application fees are non-refundable. Please allow 6-8 weeks for initial review of your application. No further changes can be made upon submission. If you have any questions or concerns, please contact ATL311 (#311 or 404-546-0311) for assistance.

Continue to license

A confirmation message will appear with a link to your **Pending License**.

Click **Continue to License** to proceed.

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NOTE: You will also receive an automated email with a copy of your invoice.

License Number: GBL-0421-01780

[Add to Cart]

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:	General Business License - Accommodation and Food Services	**District:**		**Applied Date:**	04/05/2021
Account Number:		**Issued By:**	Administrator, System	**Period Start Date:**	
Status:	Submitted - Online			**Expiration Date:**	
Description:	Test license description				

Your **License Number** will appear in the top left corner.

The **status** of your application is in the blue shaded section.

Click **Add to Cart** to pay applicable invoice, if a payment is required.

**** Application Fees are due at the time of submission.

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Shopping Cart

Total $125.00

Check Out

| Invoice: INV-0006297 | Description: GBL-0421-01780 | |
| Due Date: 05/05/2021 | | |

$125.00

Case Number	Project	Case Address	Amount Due
GBL-0421-01780		11 Joseph Lowery BLVD Atlanta GA 30303	$125.00

Remove

Top | Main Menu

Once you are ready to enter your payment details, click **Check Out** to proceed to the payment screen.

Total $125.00

Enter your payment information to complete your transaction.

Once your payment is received, your license application can be processed.

Monday, April 5, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0006297	GBL-0421-01780	1	$125.00	$125.00
			Item Total:	$125.00
			Order Total:	$125.00

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code

Card Type	Card Number	Expiration Date	
Select one...		Month...	Year...

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After successfully submitting, Please allow an investigator to contact you within 2 weeks for an appointment to complete the processing.

- Fingerprinting of Agent
- Site visit of your location
- Inspection Forms
- NPU Forms

If you have any questions or concerns email ATLCore@atlantaga.gov

Or

Contact the License & Permits Unit at 404-546-4470

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