

GO TO WEBSITE

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ATLANTA
POLICE DEPARTMENT

License & Permits Unit

HOW TO SUBMIT AN ALCOHOL RENEWAL APPLICATION



Complete all required
renewal documents.



Email the renewal
documents to
APDrenewals@atlantaga.gov



Pay Invoices for any
applicable fees.



Print the Alcohol License
from the comfort of your
home.



Ensure you have all the required documents before you submit.

Required Documents for Renewal:

- ✓ Consent Form
- ✓ E-Verify Affidavit
- ✓ Save Affidavit
- ✓ Renewal Application
- ✓ Copy of Government Issued ID (non-expired)

- To access the documents go to the following website:

<https://www.atlantapd.org/business/alcohol-licenses/renew-your-alcohol-license>



HOW TO SUBMIT YOUR RENEWAL APPLICATION



Use the following step by step guide on submitting your application through the portal.



1

COMPLETE DOCUMENTS

Fill out the Alcohol Renewal Application and required forms in their entirety.

Email all of the documents to **APDrenewals@atlantaga.gov**



2

DASHBOARD

Receive Invoice via Email



INVOICE (INV-00007801) FOR CITY OF ATLANTA

BILLING CONTACT
Magic Michelle
7340 Old National HWY



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00007801	04/23/2021	05/23/2021	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
ALCO-0421-01746	Special Events License Fee	\$0.50
0 17Th St Nw Atlanta, GA		SUB TOTAL
		\$0.50

REMITTANCE INFORMATION

City of Atlanta
 Attn: Office of Revenue
 55 Trinity Avenue SW
 Suite 1350
 Atlanta GA 30303

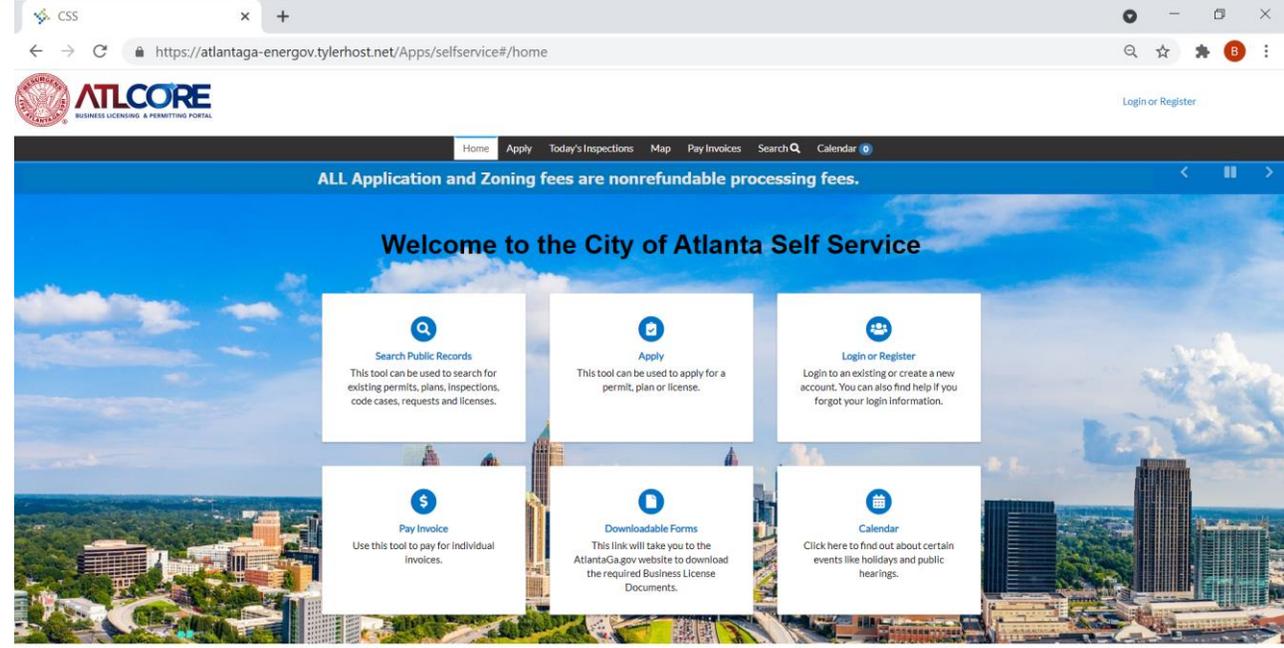
TOTAL

3

Go to

Navigate to the ATL Core Portal

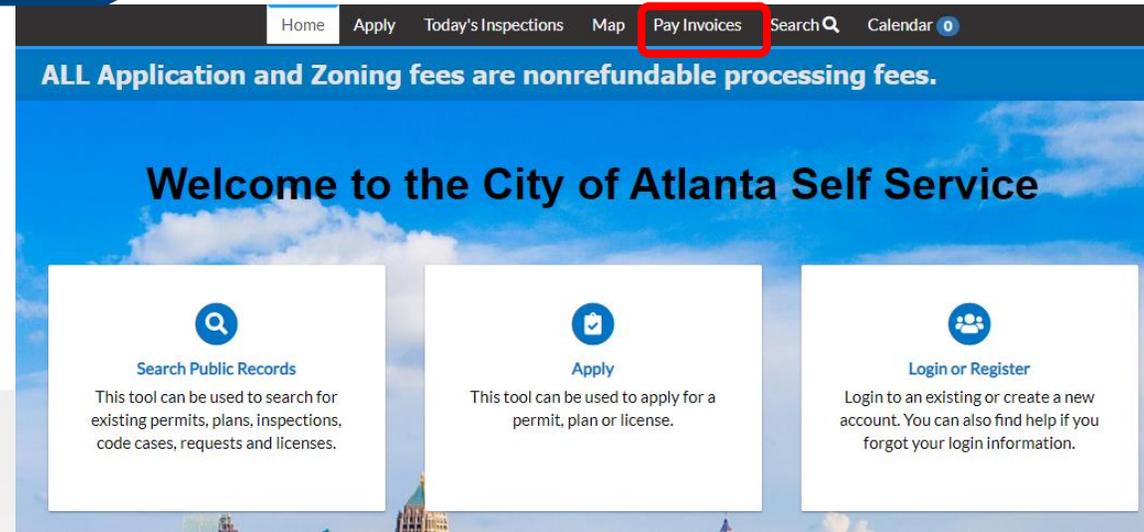
<https://atlantaga-energov.tylerhost.net/Apps/selfservice#/home>



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DASHBOARD

Select **Pay Invoices**



5

SEARCHING INVOICE

Enter in the invoice number(s) provided to you from the invoice received via email.

Home Apply Today's Inspections Map Pay Invoices Search Calendar

Invoice Search

6

SEARCHING INVOICE

Select Pay Now

Home Apply Today's Inspections Map Pay Invoices Search Calendar

[Back](#)

Invoice Number: INV-00007801

Invoice Total: \$0.50
 Status: Due Invoice Date: 04/23/2021 Due Date: 05/23/2021
 Description: NONE

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Special Events License Fee	\$0.50	\$0.50	ALCO-0421-01746	Business License	

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PAYMENT

Enter in your Payment Details.

Select **Pay Now**.



Atlanta, GA
Order Number: 8721
Friday, April 23, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00007801	NONE	1	\$0.50	\$0.50
			Item Total:	\$0.50
			Order Total:	\$0.50

Payment Details

*all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code Email Address

Pay Now - \$0.50

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PAYMENT CONFIRMATION

Receive Confirmation of Payment



Atlanta, GA

Payment Confirmation

Payment Date	Friday, April 2, 2021			
Order Number	8084			
Line Items				
Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00006221	TAP-001101-2021	1	\$0.50	\$0.50
Item Total			\$0.50	
Order Total			\$0.50	