

GO TO WEBSITE

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





ATLANTA
POLICE DEPARTMENT

License & Permits Unit

HOW TO SUBMIT AN ONLINE ALCOHOL RENEWAL APPLICATION



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



Select the desired application to renew and submit any required documents



Pay Invoices for any applicable fees.



An investigator will process your application, invoice your license fee. Once paid, you can print your license.



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.



HOW TO SUBMIT YOUR APPLICATION



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



1

LOGIN OR REGISTER

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.



Login or Register

A screenshot of the City of Atlanta Self Service website. The header includes navigation links: Home, Apply, Today's Inspections, Map, Pay Invoices, Search, and Calendar. A banner at the top reads "Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311." The main heading is "Welcome to the City of Atlanta Self Service". Below this are eight service tiles. The first tile, "Login or Register", is highlighted with a red box. The other tiles are: "Apply", "Renew My License", "Pay Invoice", "Downloadable Forms", "Calendar", "Search Public Records", and "Still Have Questions?".

2

SELECT APPLY

To renew, click **RENEW MY LICENSE** from the center of the home page.

Welcome to the City of Atlanta Self Service

A screenshot of the City of Atlanta Self Service website, identical to the one above. In this version, the "Renew My License" tile is highlighted with a red box, indicating the step for renewing a license.



3

APPLICATION SELECTION

Select your desired application from the list of available applications. Click **RENEW** to begin the application process.

**** IF NO LICENSES ARE LISTED, please contact the License and Permits Unit (404-546-4470) to have your existing license linked.

DO NOT APPLY FOR A NEW LICENSE

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

My Work

MY INVOICES REQUEST INSPECTIONS **MY LICENSES**

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
ALCO-1121-07698		MAGIC MUFFINS - Test		101010 STOP ST	Submitted - Online	Alcohol License - Retail Package	11/01/2021
ALCO-1021-07688	Renew	MAGIC MUFFINS - Test		101010 STOP ST	Expired	Alcohol License - Retail Package	10/15/2021
ALCO-1021-07555	Renew	MAGIC MUFFINS - Test		101010 STOP ST	Expired	Alcohol License - Consumed On-Premise	10/31/2021

4

LICENSE DETAILS

This page provides a brief description of your license. Click **NEXT** to continue the renewal process.

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

Renew License - Alcohol License - Consumed On-Premise *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE 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.

License Type: Alcohol License - Consumed On-Prer

Description:

Next

Be sure to complete all of the fields. Failure to do so may create a delay in processing.

Select **NEXT** to continue.

*Full Name of Licensee/Agent

*Home Address

*County of Residence

*Home Phone#

*Business Phone#

For Sole Proprietorship/Corporation/Partnership, List Five (5) Major Stockholders or Full Name of each Partner and their Percentage of Ownership. (Complete all information requested for each person)

Business Ownership Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Name	Address	DOB	SSN	Position	% Interest



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.

Will you be applying for a Certificate of Exemption from the City of Atlanta's Prohibition of Smoking?

If yes to the above question, please provide a statement from a certified public accountant demonstrating you are eligible for the exemption per City of Atlanta Code Sec. 86-33(2) – Areas exempt from smoking prohibitions.

*Liquor License For:

<input type="checkbox"/>	Bar
<input type="checkbox"/>	Consumed on Premise
<input type="checkbox"/>	Convention Center
<input type="checkbox"/>	Food Specialty Shop
<input type="checkbox"/>	Hotel
<input type="checkbox"/>	Importer
<input type="checkbox"/>	Lounge

For Renewals: This is to certify that no change has taken place with respect to the operation of the above named business affecting the ownership as stated in the original application. I am certifying and affirming that the answer to all questions on my original application at the stated business is correct and remains unchanged, applicable to the city and state laws governing the above business.

*Signature of Licensee (Agent)

Authorized Name & Title of Person
Within Business

Back

Next

ATTACH REQUIRED DOCUMENTS

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

*** Be sure to click on the link (in blue) for renewal forms to ensure the correct attachments have been added.

After adding the required attachments, click **Next**.

Renew License - Alcohol License - Consumed On-Premise

*REQUIRED



Attachments

IMPORTANT NOTES: The Personal History Form is required for the Agent and Spouse (if applicable), and all Owners/Officers identified in the application. Also, the Federal Clearance is required for the Agent and his/her Spouse, if applicable.

If Private Club (also include) Salaries and Other Benefits received by each officer, trustee and employee, Copy of 501c (Internal Revenue Code Tax Exempt Documentation), and Membership Application.

DOWNLOADABLE FORMS: [Annual Alcoholic Beverage License Forms](#)

[RENEWAL FORMS: Annual Alcoholic Beverage Renewal Forms](#)

FAILURE TO SUBMIT THE REQUIRED FORMS WILL RESULT IN A DELAY IN PROCESSING.

<p>GBI Consent Form</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p> <p>REQUIRED</p>	<p>SAVE Affidavit</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p> <p>REQUIRED</p>	<p>Valid Government Issued ID</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p> <p>REQUIRED</p>	<p>eVerify Affidavit</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p> <p>REQUIRED</p>	<p>Government Issued ID</p> <p>▼</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p>
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Select the Drop-Down Menu to select additional required documents to attach.

7

REVIEW AND SUBMIT

Review your applications entries and click **SUBMIT**.

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

Click **Continue to License** to proceed.



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

Renew License - Alcohol License - Consumed On-Premise *REQUIRED

Progress: Type More Info Attachments Review and Submit

[Submit](#)

Locations

Business Location	101010 STOP ST, ...
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Basic Info

Type	Alcohol License - Consumed On-Premise
Description	
Industry Classification(s)	311811 - Retail Bakeries
Applied Date	11/01/2021

Contacts

Business Owner	TEST CONTACT Test Company Name 7340 Old National HWY, ...
Agent	TEST CONTACT

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](#)

Open Invoice INV-00006297 Σ Inbox x

noreply@atlantaga.gov

to me ▾

Hello, An invoice has been created in reference to business you are conducting with us. Your invoice is attached.

The ATLCORE Site

Thank you,

The City of Atlanta

INVOICE INV-00006297
CITY OF ATLANTA

INVOICE NUMBER	INVOICE DATE	INVOICE PERIOD	INVOICE TYPE	INVOICE STATUS
INV-00006297	01/01/2025	01/01/2025 - 01/31/2025	RECURRING	PAID

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
ATLCORE Site	1	\$1000.00	\$1000.00

CITY OF ATLANTA, GA 30334
404-526-1000

PDF Invoice - Custom_0...

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.

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.

[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

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

Shopping Cart

Total \$125.00

Check Out

Invoice: INV-00006297

Description: GBL-0421-01780

Due Date: 05/05/2021

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

\$125.00

Remove

[Top](#) | [Main Menu](#)

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

Enter your payment information to complete your transaction.

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

Total \$125.00

Monday, April 5, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00006297	GBL-0421-01780	1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

Payment Details

*all fields are required

Cardholder Name <input type="text"/>	Billing Street <input type="text"/>	Billing Zip Code <input type="text"/>
Card Type Select one... <input type="text"/>	Card Number <input type="text"/>	Expiration Date Month... <input type="text"/> Year... <input type="text"/>



After successfully submitting, Please allow an investigator to review your submission and complete the processing.

- Background Check
- Review of Attachments
- Upon completion of the processing, the **License Fee** will be invoiced by email notification. Once paid, the license will be available for printing.

**If you have any questions or concerns contact
Contact the License & Permits Unit at 404-546-4470**