

# General Instructions for Completion of the Lumpkin County Alcoholic Beverage License Application

*All forms must be completed in full.*

- The name, age, address and length of residency of the applicant or agent. (Applicant or Registered Agent must be a minimum of 21 years of age and a resident of Lumpkin County.)
- Provide trade name, address and description of the premises or place of business that is to be operated under the license.
- A complete record of all arrests and convictions against the applicant and every partner, officer, director or stockholder of the applicant of any and all laws and ordinances, county, state or federal.
- A statement of whether the applicant or any person with an interest in the application has made application at any previous time for any alcoholic beverage license and the disposition of such application.
- Whether a previous license issued to the applicant or any person with an interest in the application has been revoked by any state or subdivision thereof or by the federal government and the reason therefore.
- Whether any person other than the applicant is to be interested directly or indirectly in the profits or losses or both of the proposed business.
- Evidence of ownership of the premises where the proposed business is to be located or a copy of the lease if the applicant is leasing the building or premises.
- A drawing to scale, showing the nearest school, college, church, or an affidavit of a registered surveyor that the proposed location of the business premises complies with Article I, Section 5 of Resolution 2008-27.
- An affidavit of the legal advertisement published in two (2) consecutive issues of The Dahlonega Nugget.
- A set of fingerprints of all persons with any interest in the ownership of the business. These fingerprints must be processed through and found negative by the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC). *An application form obtained from the Board of Commissioners Office will be provided to you upon payment of your fees.*
- Photograph of principal officers shall be required for all business entities other than corporations with publicly traded shares.
- SAVE Affidavit, completed and notarized.
- A certified or cashier's check or money order payable to Lumpkin County Board of Commissioners for the proper amount of the license fee. A **second** certified check or money order payable to Lumpkin County Board of Commissioners for the proper amount of the investigative and administrative costs.

*Please fill in all of the blanks of the application, sign and date, attach proper payment, and any required documentation and return to:*

Lumpkin County Board of Commissioners  
Attn: County Clerk  
99 Courthouse Hill, Suite A  
Dahlonega, Georgia 30533  
(706) 864-3742 FAX: (706) 864-4760