



Case Number _____

ORGANIZATION NAME _____

Internal Alcohol Handler's Checklist							
✓		✓		✓		✓	
	Entered Into Magnet		Issued		Scanned		In Review
Checklist							
✓							

✓	Applicant Information	Notes
	County Application form	<i>1 page notarized</i>
	O.C.G.A. 50-36-1(e)(2) Affidavit for Verifying Legal Status	<i>Signed & notarized</i>
	Copy of Driver's License	<i>GA Driver's License or state issued ID</i>
	Non-Criminal Justice Applicant's Privacy Rights form	<i>Signed by applicant</i>
	Privacy Statement	<i>Signed by applicant</i>
	Character Verification	<i>Finger Prints & Background Check</i>
	Criminal History Consent Form	<i>Signed & notarized</i>
	Location Information	
	Name of establishment licensee	<i>Applicant's place of employment</i>
	A copy of current Business License for this location	
	Fees	
	License fee of \$10	<i>Annual fee</i>
	Fingerprint Processing Fee \$41	<i>One-time fee-at renewal consent form only</i>
	RASS class Fee \$60	<i>To be renewed every 3 years</i>
	Total fees paid to Planning & Development	\$111
	Sheriff's Office fee	<i>\$5 to be paid directly to Sheriff's Office</i>

