

City of Blue Ridge Alcoholic Beverage License Application

New Application/Change of Ownership

Alcohol Licensing Fingerprint Requirements

GCIC has contracted with Cogent Systems to provide the Georgia Applicant Processing Services (GAPS) to perform electronic submission of all licensees' fingerprints in regards to Alcohol Licensing. **YOU MUST REGISTER** with Cogent Systems **PRIOR** to going to one of their fingerprint sites. Registration may be completed online or over the telephone. To have your fingerprints completed prior to submitting your application, please do the following:

1. Go to GAPS website at www.ga.cogentid.com
2. Click Registration, select "City/County Government and Law Enforcement Agencies"
3. Select "Alcohol and Liquor Licensing"
4. Transaction Information – "Reviewing Agency ID" –GA923467Z Requesting Agency ID – same ID
5. For Reason select "Alcohol/ Liquor Licensee".
6. Complete the Applicant Registration
7. Follow the instructions on the website.

To register by telephone:

1. Call 1-888-439-2512 Mon thru Fri, 8am to 6pm EST

During the registration process, demographic data about you will be collected (name, address, SSN, etc.). There will be no data collection or registration at the fingerprint collection sites. A list of available sites is on the GAPS website.

You will receive a GAPS registration number with an option to pay with a credit card or debit card online. You will be charged a service fee for each licensee being fingerprinted. Money orders/ cashier's check PAYABLE TO COGENT SYSTEMS will be accepted at the collection sites for those applicants who do not have the means to pay electronically.

Once registered and payment type has been determined, you may proceed to the fingerprint collection site of your choice. You must take with you a current, valid and unexpired picture identification which can be one of the following:

- State Issued Driver's License or Identification Card with Photo
- US Passport with Photo
- US Active Duty/Retiree/Reservist Military ID Card with Photo
- Government Issued Employee Identification Card with Photo

You MUST submit your fingerprints electronically before returning your Alcohol License Application to the City of Blue Ridge Business License Clerk. If you have any questions please contact one of the following about GAPS.

Cogent Email or Support Requests

gahelp@cogentsystems.com

Telephone inquires 1-888-439-2512

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of Section 110.45-34 of the Blue Ridge Alcohol Ordinance (Employees). I understand that my application will be denied if any of the following apply to me:

- I am under 18 years of age.
- I have been convicted of any drug or alcohol misdemeanor within the past two (2) years.
- I have been convicted, plead guilty or entered a plea of nolo contendere to a crime involving the sale or possession of alcoholic beverages within three (3) years of the date of application.
- I have been convicted of any felony within the past three (3) years.
- I am currently serving a probation or parole sentence.
- I have previously held an alcoholic beverage license or employee permit through the City of Blue Ridge which has been revoked within five (5) years of the date of current application.

I acknowledge that there is a \$30.00 non-refundable application fee.

I further understand that, if approved, this permit will expire 1 year from the date of issuance, and must be renewed at that time. My employee permit may be suspended or revoked by the City of Blue Ridge Licensing Agent if it is determined that I have violated any provision of the Blue Ridge Alcohol Ordinance or committed any offense which would make me ineligible to hold such a permit.

Applicant's Signature

Date

Print Name

Address

Phone

EMPLOYEE ALCOHOLIC BEVERAGE POURING PERMIT REQUIREMENTS

- 1) No more than three (3) drinks should be served to a customer without ordering food.
- 2) If an establishment has a patio area, patrons must exit the patio through the main entrance of the establishment.
- 3) Employees who sell to underage customers (anyone under 21 years of age) will lose their employee pouring permit, which will prohibit that individual from being able to obtain restaurant jobs within the City of Blue Ridge that would require them to serve alcoholic beverages.
- 4) The consent for criminal history that is signed at time of application is valid for the duration of employment. Any drug and/or alcohol convictions or felony convictions will lead to revocations of the employee's alcohol pouring permit.
- 5) All licenses issued by the City of Blue Ridge, including employee pouring permits, shall constitute a grant of privilege, and will be suspended or revoked if ordinance violations occur.
- 6) Employees are prohibited from consuming alcoholic beverages during work hours.
- 7) In the event that an employee fails to verify proper identification (driver's license, military identification card, or passport) and furnishes alcoholic beverages to an underage customer, in addition to the City of Blue Ridge suspending or revoking their employee pouring permit, their employer can choose to require that employee to pay the civil fine that the City of Blue Ridge will impose on the establishment. This fine will be \$500.00 or \$1,000.00, depending on whether it is the first or second offense for the establishment.
- 8) No alcoholic beverages are to be furnished, sold, or offered for sale for consumption on Christmas Day. Additionally, no consumption on the premises, dealer of alcoholic beverages shall furnish, sell or offer for sale any alcoholic beverages prior to 9:00 a.m. or after 11:30 p.m., except on Labor Day, Memorial Day, July 4 and New Year's Eve, and sales shall be allowed until 11:59 p.m.
- 9) If a customer wants to leave the eating establishment with a partially consumed bottle of wine, the bottle must be placed in a bag or other container that is secured in such a manner that it is visibly apparent if the container has been subsequently opened or tampered with, and a dated receipt for the bottle of wine and the meal must be attached to the container. Please inform the customer that the sealed container should be placed in a locked glove compartment, a locked trunk, or the area behind the last upright seat if their vehicle is not equipped with a trunk.
- 10) No customer should bring/carry any alcoholic beverage into the restaurant with them. This is considered brown bagging, which is not allowed within the City of Blue Ridge. If

they wish to drink an alcoholic beverage with their meal, it must be purchased at the eating establishment they are patronizing.

- 11) No customer shall be allowed to leave an eating establishment with an alcoholic beverage to consume all or any part of the drink outside in the parking lot, or entrance areas, or outside of the premises of the licensed eating establishment, except in a previously approved patio/open area.
- 12) Employees should not knowingly sell alcoholic beverages to a person who is intoxicated. Failure to abide by this regulation will be a violation of the City of Blue Ridge Alcohol Ordinance, and shall be cause for revocation of the employee's alcoholic beverage pouring permit.
- 13) Only one alcoholic beverage at a time shall be delivered to any customer.
- 14) No employee, manager, or owner shall encourage or permit on the licensed premises any "drinking game."

I, _____, understand the above regulations and requirements, and acknowledge that they have been discussed with me by the Alcohol Licensing Clerk of the City of Blue Ridge. I further acknowledge that I understand that upon receiving an employee alcoholic beverage pouring permit for any restaurant within the City of Blue Ridge, I will be responsible for abiding by these regulations.

Signature of Alcohol Permit Holder

Date Signed

Name of Restaurant

Signature of Alcohol Licensing Clerk

Date Signed