



Regulatory Licensing and Permitting System (RLPS) Retail Package & Retail Food Store Renewal Process

RLPS Retail License Renewal Process: Content

- Citizen Access Renewal Process
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Renewal Process Timeline
 - Instructions to complete a Renewal Application
 - Assumes user has a previously created RLPS account.
 - Assumes user has an active RLPS license, not just a paper-license, that is nearing its expiration.

PLEASE NOTE: If you have never created a RLPS application for a license and it has always been paper-based, follow the first year RLPS renewal instructions listed as TABC First Year License Certificate Renewal Guide at tn.gov/abc/rlps/rlps-tutorials.html.

RLPS Retail License Renewal Process

- Renewal Process Timeline

75 Days from Expiration:

An agent will show up anytime between here and 45 Days from Expiration for an Inspection.

45 Days from Expiration:

Once the License hits 45 Days from Expiration, all renewals will be able to access the Renew Application Button.

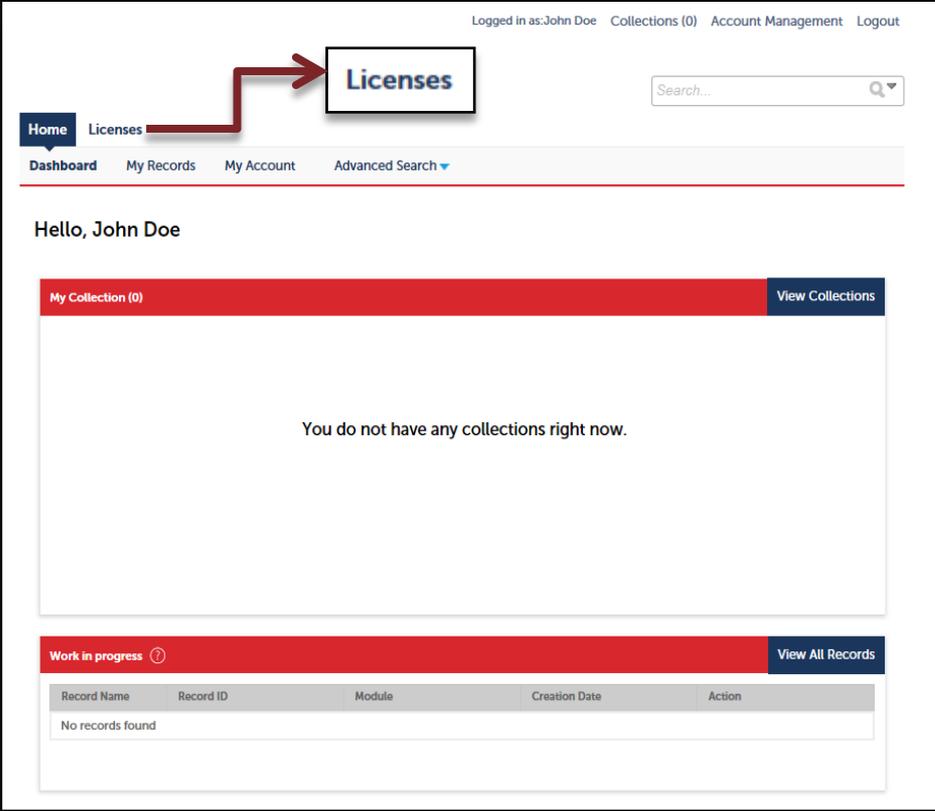
Date of Expiration:

If you have not started the renewal process by this date, please contact the TABC Office for further instructions.



RLPS Retail License Renewal Process

- After logging in, Click the “Licenses” tab



The screenshot displays the user interface of the RLPS Retail License Renewal Process. At the top right, it shows the user is logged in as John Doe, with options for Collections (0), Account Management, and Logout. A search bar is located in the top right corner. The main navigation menu includes Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. The Licenses tab is highlighted with a red box and a red arrow pointing to it. Below the navigation, the user is greeted with "Hello, John Doe". The main content area is divided into two sections: "My Collection (0)" and "Work in progress". The "My Collection (0)" section has a "View Collections" button and a message stating "You do not have any collections right now." The "Work in progress" section has a "View All Records" button and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

RLPS Retail License Renewal Process

- After clicking on Licenses, click on the "Search Existing" tab.

Home Licenses

Create an Application Search Existing

Search Existing

Search...

My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

View record detail by clicking on the RLPS ID of the record.
Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.
Incomplete records may be resumed by clicking the "Resume Application" link next to the record.
Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 1-1 of 1 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
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RLPS Retail License Renewal Process

- Select “Renew Application” from beneath the Action Column on the License that is set to renew (It will also say about to expire under the Record Status Column).

Create an Application Search Existing

My Records

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Showing 1-6 of 6 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status
<input type="checkbox"/>	Amendment				
<input type="checkbox"/>	Renew Application	RTLPS-DAV-1911212	Retail Package Store License	04/12/2021	About To Expire
<input type="checkbox"/>	Amendment				

Renew Application



RLPS Retail License Renewal Process

- Verify the Business Address is correct and select the “Continue Application” Button.
- If the Address is **incorrect** you will need to complete an Amendment Change Request separate from this application.

Retail Package Store License Renewal

1 Contacts and Addresses 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Contacts and Addresses > Business Address

* indicates a required field.

Business Address

This Business address is the Physical address (which is validated via United States Postal Service).

* Building Number: Direction: --Select-- Prefix: * Street Name: JAMES ROBERTSON Street Type: --Select--

Unit Type: --Select-- Unit No.:

* Country: United States City: NASHVILLE * State: --Select-- * Zip:

* County: DAVIDSON Y Coordinator: 66925.6402 X Coordinator: 1736949.039408

Clear

Save and resume later [Continue Application »](#)

RLPS Retail License Renewal Process

Contact List

There will be multiple Business Contact entries per application in most cases. The Type of contact will be selected for each. You will enter these using "Select from Account" or the "Add New" buttons below.

"Select from Account" will allow you to use contact information already associated with this account.

FIRST: Add one contact entry using the Business Information Type. Every application needs one. This is the contact and specific location used for the business itself that will be the licensee;

Note: If you previously listed a Secretary of State control number for your business, a Business Information entry will automatically be created; HOWEVER, you will need to edit and complete the entry with additional information, a displayed ERROR message will direct you to do so;

SECOND: Add a contact entry FOR EACH BUSINESS OWNER using a Business Owner Type. Every application needs at least one. Each entry will indicate the percentage of ownership. Use "Business Owner – Individual" for named individuals (people) and "Business Owner – Organization" for organizations (LLC, Partnerships, Corporations, etc). The total entries for Business Owners must equal 100% to be approved during processing.

Note: To facilitate application processing, please provide additional "Business Owner-Individual" entries for any named individuals making up the "Business Owner – Organization" entries;

THIRD: Add an optional contact entry for a Business Representative (attorney, accountant, etc.) if needed.

Required Contact Type	Minimum
✓ Business Information	1
✓ Business Owner-Individual	1

Showing 1-2 of 2

Action	Full Name	Legal Business Name	Contact Type
Edit			Business Information
Edit			Business Owner-Individual

Save and resume later

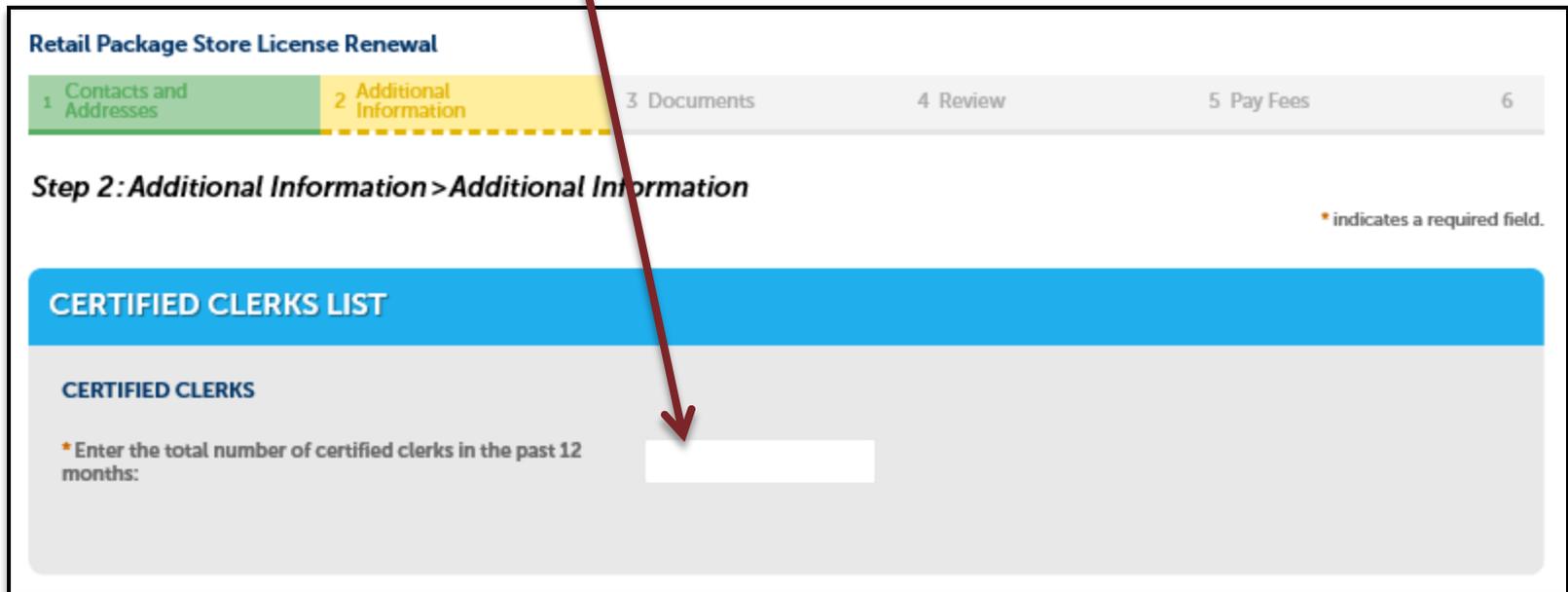
Continue Application »

- Verify the Information in the Contact List is correct and select the "Continue Application" button.
- If any contact is **incorrect** you will need to complete an Amendment Change Request separate from this application.



RLPS Retail License Renewal Process

- Certified Clerks List: Enter the total number of certified clerks that had been employed in the past 12 months since your last submitted application.



Retail Package Store License Renewal

1 Contacts and Addresses 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6

Step 2: Additional Information > Additional Information

* indicates a required field.

CERTIFIED CLERKS LIST

CERTIFIED CLERKS

* Enter the total number of certified clerks in the past 12 months:

RLPS Retail License Renewal Process

- Verify and update Renewal Information & Additional Information sections where it is necessary.

Renewal Information

PACKAGE STORE INFO

* Does the applicant lease their place of business?: Yes No

* Has the Deed/Lease changed or expired?: Yes No

Deed/Lease Expiration Date:

* Does the business employ some person not otherwise connected with your store, to keep your books?: Yes No

* Does the business intend to offer complementary samples of the products sold for tastings, to be held on the premises of the retail store during the upcoming year?: Yes No

* Does the business intend to make delivery of product using business's employees?: Yes No

* Does the business have a contract with any licensed delivery service to deliver alcohol using delivery service employees?: Yes No

RPS ACTUAL FINANCIALS

* Provide the total amount of sales from alcoholic beverages including wine and beer.:

Provide the total amount of sales from all other products.:

* From:

* To:

MASTER COMPANY INFORMATION

Master Company RLPS ID:

Additional Information

ADDITIONAL RENEWAL QUESTIONS

* Since your last application, has there been any change of business owners or ownership percentage?: Yes No

* Since your last application, has any owners U.S. citizenship or immigration status changed?: Yes No

If yes, please provide details in the space below.:
spell check

* Since your last application, has any owner been convicted of any criminal offense?: Yes No

If yes, please provide the name of the owner, date, place, offense, and disposition for each convict:
spell check

* Since your last application, has any owner or a relative of any owner acquired any kind of interest, either direct or indirect, in any business licensed to sell, manufacture, or distribute alcoholic beverages?: Yes No

If yes, please provide the details in the space below.:
spell check

* Is this an application for a retail package store, retail food store, or wholesaler license?: Yes No

Since your last application, has any owner become a holder of a public office or a public employee?: Yes No

If yes, please provide details in the space below.:
spell check

* Is this an application for a retail package store license?: Yes No

Since your last application, has any owner become a law enforcement official or any other official who appoints or supervises a law enforcement officer?: Yes No

If yes, please provide the details in the space below.:
spell check



RLPS Retail License Renewal Process

- Select the “Add a Row” button under Questions #1 and #2 and fill in your answers in the pop-up window.
- Likewise, click the “Add Additional Managers” button if you need to make changes to your Certified Manager List.
- Select “Continue Application”

*If Question #2 doesn't apply to you, answer “N/A”.

Step 2: Additional Information > Application Information * indicates a required field.

Application Information

Question #1
Showing 0-0 of 0

Do you or any other person having any kind of interest in this business own, operate, or have any interest in any business licensed by the TABC? If yes, list the names of the businesses, the license types of the businesses, the license numbers, and the business addresses.

Business Name	TABC License Type	TABC License Number	Business Address
---------------	-------------------	---------------------	------------------

Add a Row | Edit Selected | Delete Selected

Question #2
Showing 0-0 of 0

Give the names and addresses of persons related to you and any other person having any kind of interest in this business by blood, marriage, or otherwise who own, operate, or have any interest in any business licensed by the TABC. List names of the businesses, the license types, the license numbers, and the business addresses.

Business Name	TABC License Type	TABC License Number	Business Address
---------------	-------------------	---------------------	------------------

Add a Row | Edit Selected | Delete Selected

CERTIFIED MANAGER LIST

To add new Designated Managers to the list, select the 'Add Addtl Managers' button

Showing 0-0 of 0

Designated Manager RLPS ID or Original Permit Number	First Name	Middle Name	Last Name	Last Training Date	Change Status
No records found.					

Add Addtl Managers | Edit Selected

Save and resume later **Continue Application »**



RLPS Retail License Renewal Process

- Using the “Add” button, upload a numbered Certified Clerks List.
- A template is available via the “DOWNLOAD” link.

Document

Upload all required documents and properly select a description of what each document is.

Please upload a numbered list containing the first name, last name, and the employment status of each Certified Clerk employed in the last 12 months. This record is to be maintained by your establishment throughout the year and must be available for review.

Click below if you wish to download a Certified Clerks List Template. An Excel or PDF document type is preferred.

DOWNLOAD 

The maximum file size allowed is 25 MB.

Required Documents: Certified Clerks List.

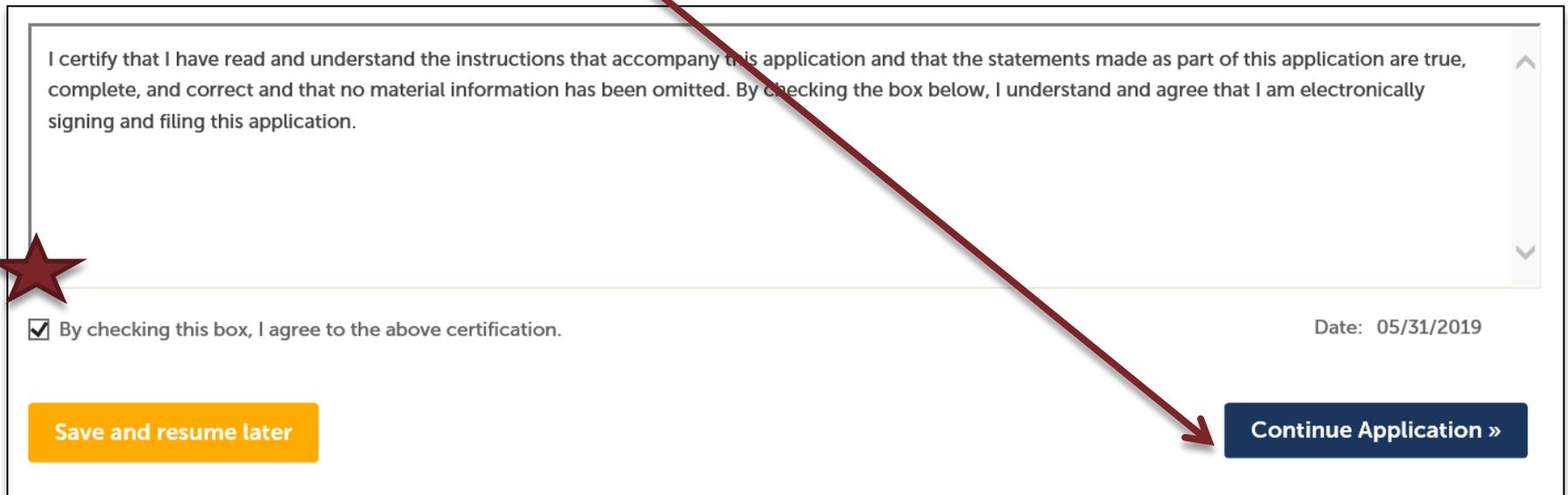
No records found.

Add

Save and resume later **Continue Application »**

RLPS Retail License Renewal Process

- Please review all the entered information and select the check box indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please select the “Continue Application” button.



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 05/31/2019

[Save and resume later](#) [Continue Application »](#)

RLPS Retail License Renewal Process

- Click the “Continue Application” tab in order to pay the License Fee for the Renewed License. *Fees will vary.

Retail Package Store License Renewal

1 2 Additional Information 3 Documents 4 Review 5 Pay Fees

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
Responsible Wine Vendor	50	\$300.00
License Fee - Retail Package Store	1	\$850.00

TOTAL FEES
Note:

\$1,150.00

[Continue Application »](#)



RLPS Retail License Renewal Process

- Under Payment, please select either “Pay with Credit Card” or “Pay with Bank Account”.
- After selecting the payment option, fill in all the required fields and select “Submit Payment”.

Payment

The Agency accepts Credit Cards and PIN-less Debit Cards. Select the “Pay with Credit Card” option for both.

Amount to be charged: \$650.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment >](#)

RLPS Retail License Renewal Process

- You have officially completed the application for the renewal process. If any additional information is required, the user will be notified.
- Please print and retain a copy of the this page for your records.

Retail Package Store License Renewal

1 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6 Record Issuance

Step 6: Record Issuance

 Your record has been successfully submitted. Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 19R-NRTI 

You will need this number to check the status of your record.

[Print/View Receipt](#)

Your may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)

RLPS Retail License Renewal Process

- After the Renewal has been processed and approved, an email will be sent to the account holder informing them that the Renewal has been approved and is ready.

Title

Your Retail Package Store License Renewal # 19R-NRTL-RPS-000304 has been Approved

Attachment(s)

Content

Hello,

Your Retail Package Store License Renewal has been approved and is ready. Please [click here](#) to login to your online account to access your record.

If you have a fee due, you must pay that amount prior to printing your document. Any outstanding amount due is listed below.

Retail Package Store License Renewal #: 19R-NRTL-██████████

Balance Due: \$0.00

Comment:

Please do not reply.

This is a system generated notification. If you have questions or need further assistance, please contact the number below and reference your RLPS record ID.

Thank You,

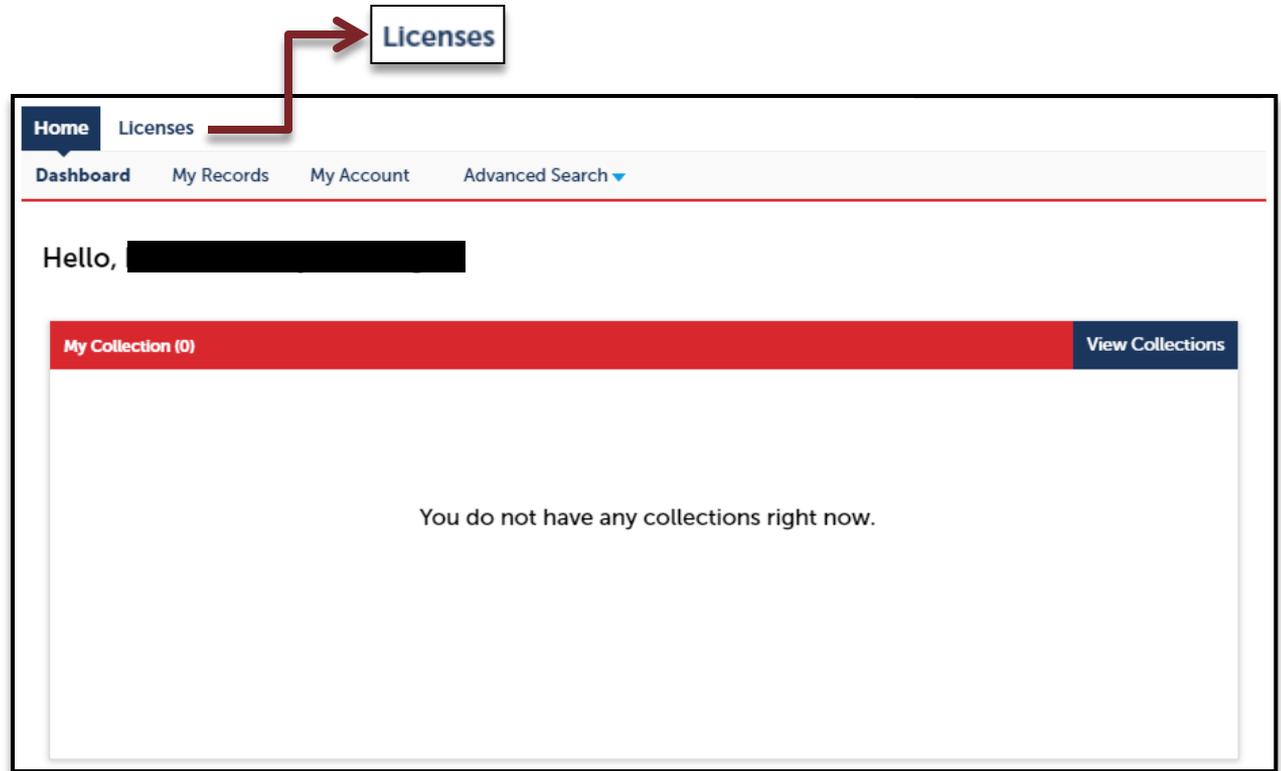
Tennessee Alcoholic Beverage Commission.

615-741-1602



RLPS: View & Print your License

- To view and/or print your license, after logging in select the “Licenses” tab.



RLPS: View & Print your License

- Click on the "Search Existing" tab and then select the License you want to view and/or print.

Home **Licenses**

Create an Application **Search Existing** ←

My Records

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Showing 1-8 of 8 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/>	Amendment	LBDCLB-DAV-██████	Club License	03/06/2020	Active	██████████
<input type="checkbox"/>	Amendment →	LBDRST-KNO-██████	Restaurant License	03/08/2020	Active	VoIs way restaurant



RLPS: View & Print your License

- After selecting the License, click on the “Print or View: License/Permit/Certificate” tab.

The License, Permit, or Certificate will appear in a pop-up window so make sure you do not have the pop-up blocker enabled.

Home **Licenses**

Create an Application Search Existing

Record LBDRST-KNO- [REDACTED] [Add to collection](#)

Restaurant License

Record Status: Active
Expiration Date: 03/08/2020

Record Info ▾ Payments ▾ Education ▾

Business Address

[REDACTED]

Record Details

Licensed Professional:
VOLS WAY RESTAURANT
Restaurant License LBDRST-KNO- [REDACTED]

▶ More Details

Print or View: License/Permit/Certificate ←

Create Amendment

RLPS: View & Print your License

- From the open window, you can save the image or print the image from here.
- If you have any questions, please contact our TABC help desk at 615-532-2297.

TN Tennessee State Government State of Tennessee Alcoholic Beverage Commission

RESTAURANT LICENSE

License Number : LBDRST-KNO-██████████

Application having been duly made in compliance with the Provisions of Chapter 211 of the Public Acts of 1967, a permit to sell Alcoholic Beverages is hereby issued to:

Name Of Owner: **Vols Way Restaurant** Effective Date: **03/08/2019**

DBA: **Vols Way Restaurant** Issuance Date: **03/08/2019**

Business Address: ██████████ Expiration Date: **03/08/2020**

County Name: **KNOX**



Thank You