• Citizen Access Liquor By the Drink (LBD) Restaurant Application
  – Site address: https://rlps.abc.tn.gov/citizenaccess/
  – Types of Liquor By the Drink (LBD) licenses
  – Complete a Restaurant application
    • Assumes user is logged into a previously created RLPS account
RLPS Citizen Portal: Types of LBD

- Airline Boat Train
- Caterer
- Private Club
- Hotel Motel
- Limited Service
  - **Restaurant**
    - Special Occasion
    - Wine Only
    - Special Legislation
RLPS Citizen Portal: Restaurant

- Click the “Licenses” tab
Read the TN Privacy Statement

Check the box to accept the terms and click the button.

Continue Application »
Use the arrow to select “Restaurant Application”
Click the “Add a Row” button to enter any existing license information that you currently have with the ABC.
Complete the form

Step 1: License Information > Renewal Check

RENEWAL CHECK

* Are you applying for a new license or renewal of an existing license?

---Select---
- New License
- Renew Existing License

Save and resume later

Continue Application »

Click to save and exit application

Click to continue
RLPS Citizen Portal: Restaurant

- Complete the form

[Image of the form with instructions to click to save and exit application or continue]
- Complete the form

**Step 2: Contacts and Addresses > Business Verification**

Please complete the following form to verify Business Entity status with the Tennessee Secretary of State.

Special Note: (Please read)

Entering a Secretary of State Control Number below will automatically create a Business Information contact type on the next page of this application. Please read instructions regarding Business Contact types on that page carefully. NOTE: The automatically created Business Information contact type will be incomplete as indicated by an ERROR message. EDIT and complete the Business Information contact entry to remove the ERROR message.

**Secretary of State Information**

- Legal Business Structure:
  - [ ] Select
- Do you have a Tennessee Secretary of State Control Number?
  - [ ] Yes
  - [x] No
- Secretary of State Control Number:

* indicates a required field.
Add contact information by clicking the "Add New" button and complete the form.

**Note:** Do not add your manager as a contact type.
Complete the form.
Complete the form.

Click to save and exit application

Click to continue
Complete the form.
You must add your manager(s) at this point.
- Click the “Add” button to attach all required documents

**Required Documents:**
- Deed/Lease to Applicant Entity
- Business Plan/Food Affidavit
- Food Menu
- Alcohol Dealer Registration Form 5630.5d
- Certificate of Registration Sales and Use Tax
- Price Schedule for Sale of Alcoholic Beverages
- City/County Business License
- Certificate of Occupancy (issued by local jurisdiction)
- Government-Issued Photo Identification

**Action**

**Name**

**Type**

**Size**

**Latest Update**

No records found.

Click to save and exit application

Click to continue

Click to continue application »
Review your application information
- Edit your entry as needed
- Check that the correct required documents are uploaded
- Acknowledge your entry

Click to continue
Click to save and exit application
Click the “Continue Application” button to pay the application fee
Application completed

- New Record ID
- Print payment receipt