



**State of Arkansas
Department of Finance
And Administration**



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Third-Party Delivery Permit Application

The Third-Party Delivery Permit allows third party entities to pick up and deliver alcoholic beverages from licensed retailers of Retail Liquor, Microbrewery-Restaurant, Small Brewery, Grocery Store Off Premises Wine, Small Farm Wine Convenience, and Off Premises Retail Beer in wet territories to consumers who are 21 years of age or older in the state of Arkansas.

Instructions

- Fully complete this application. Incomplete applications will not be processed. The application **must** be notarized by a notary public and all required documentation **must** be complete and attached to the application.
- Applicant may not have interest in a permit for manufacturing or wholesale.
- In addition to this application, once a permit is issued you must always maintain a list of all delivery staff and said delivery staff must complete an approved training program annually.

Definitions

- **Retail Liquor.** Where “spirituous liquor” is sold for off premises consumption.
- **Microbrewery-restaurant.** “Microbrewery” means a brewery that manufactures one (1) or more varieties of beer, malt beverages, or hard cider in an aggregate quantity not to exceed forty-five thousand (45,000) barrels per year from all facilities under common ownership with the microbrewery. “Restaurant” means any public place or private place that is primarily engaged in the business of serving a meal for consumption on the premises to a guest, has a seating capacity of at least fifty (50) people, and has a suitable kitchen facility to serve the entire menu approved by the Alcoholic Beverage Control Division.
- **Small brewery.** A small brewery is allowed to brew beer containing not in excess of five percent (5%) alcohol by weight, to brew malt beverage products containing not in excess of twenty-one percent (21%) alcohol by weight, brew hard cider not in excess of twenty-one percent (21%) alcohol by weight, and to sell the same on the premises of the brewery for consumption on or off the premises.
- **Grocery Store off-premises wine.** Grocery store off-premises wine permit authorizes a permittee to purchase and sell wine and hard cider, the alcoholic content of which does not exceed twenty-one percent (21%) alcohol by weight.
- **Small farm wine convenience.** “Small farm wine convenience store” means an establishment which sells convenience goods, such as a limited range of grocery, snack items, and other human consumables or both convenience goods and motor fuel.
- **Off-premises retail beer.** Where “beer” is sold for off premises consumption.

General Information

<p>1. Any Third-Party Deliverer will pay the initial application fee of \$500.00 (Five Hundred Dollars) via check, money order or cashier's check. NO CASH. All permits issued by this agency, expire on June 30th of each calendar year and are subject to renewal.</p>
<p>2. A deliverer shall not deliver any alcoholic beverages from a wholesaler, distributor, manufacturer or from any other entity who is not legally authorized to sell alcoholic beverages via third party deliveries to a consumer.</p>
<p>3. This permit allows the deliverer to transport and deliver alcoholic beverage products to consumers in wet territories from a retailer in the same wet county as their delivery or from an adjoining wet county in Arkansas.</p>
<p>4. Third Party Delivery permittees must contract with or employ a person to make deliveries who is 21 years of age or older, holds a valid driver's license, and has not been convicted of a felony.</p>
<p>5. All deliveries shall be made to a person who is 21 years of age or older after the person accepting the delivery presents valid proof of ID and age.</p>
<p>6. Alcohol shall only be delivered to the person who purchased the beverage or a person within the household or place of employment of the delivery if the recipient is 21 years of age or older.</p>
<p>7. All deliverers must complete an ABC Third-party Delivery Server Awareness form and maintain a copy on the form on their person at all times while delivering Alcoholic Beverages.</p>
<p>8. All deliverers must complete an approved training program and maintain a yearly certification to deliver alcoholic beverages. This can be done by an internal company training program or an independent Third-Party Training Program. Training programs, at minimum, must address topics including identifying underage persons, intoxicated persons, and fake or altered identification. Deliverers must maintain proof of training on their person while delivering Alcoholic beverages.</p>
<p>9. Provisions of the Arkansas Third-Party Delivery Permit Act 2025 are found at Ark. Code Ann. § 3-4-107. Other provisions are found in Ark. Code Ann. § 3-4-1101, et.seq.</p>
<p>10. By signing this application, the applicant agrees to follow, stay current on, and comply with all local, federal and state laws, including, but not limited to Ark. Code Ann. § 3-4-107 and Ark. Code Ann. § 3-4-1101, et al..</p>
<p>11. The business must provide written notice to the ABC Director within thirty (30) days of a change in the Business Contact Information.</p>
<p>12. Maps to determine the Wet/Dry status of an area to confirm if Alcoholic Beverages can be delivered can be found on the Arkansas GIS Web-site at: https://gis.arkansas.gov/product/abc-wet-and-dry-areas/</p>
<p>13. Do you understand and agree that once an Alcoholic Beverage is in the possession of any employee, contractor, or agent acting on behalf of your business any violations of law or damages to the products are solely your responsibility and are no longer the responsibility of the retailer from whom you picked up the product? ____ YES ____ NO</p>
<p>14. Has Applicant or any person who owns, operates, or manages the business ever been convicted of or found in violation of any Arkansas alcohol statute, rule, or regulation? ____ YES ____ NO If yes, please attach to this application the details of each occurrence.</p>

15. Please be aware that an ABC permit cannot be issued until the Arkansas Sales Tax office deems the business to have a clear account?

If your account is not clear, you must satisfy any debt or clear your account before ABC can approve your permit. Please attach a copy of sales and use tax certificate to this application. Should you have any questions please contact Sales Tax Compliance at 501-683-5560.

16. Please be aware that under NO CIRCUMSTANCES should any alcoholic products be given away for free.

17. ABC applications will not be finalized until they are approved by the ABC Board?

The ABC board only meets one time per month. It is your responsibility to ensure your application packet is completely and accurately filled out so that it may be submitted to the board for approval.

18. Do you, Applicant, understand that there is no set timeframe for our office to process and issue you an ABC permit? The timing is completely dependent on the completeness and accuracy of your application packet as well as the time it takes to clear your accounts with other state agencies, receive your completed background checks, and get approval from the ABC board. Our office will typically have permits ready for pick up within 60 days of submission, however this timeframe cannot be guaranteed.

Permits cleared for release will be available for pick up the day following the board meeting in which your application was approved. Permits CANNOT be printed early or until fully approved.

**NOTICE: ALL ARKANSAS ALCOHOLIC BEVERAGE CONTROL
PERMITS EXPIRE JUNE 30TH AFTER DATE OF ISSUE
AND MUST BE RENEWED EACH YEAR**

Business Information

Permit Fee type: **\$500.00 Third-Party Delivery; NO CASH**

Legal Business/Company Name: _____

Business Designation: Sole Proprietorship (Single Owner) LLC INC Partnership Corporation Other _____

If Corporation: *Publicly traded?* Yes No C Corp. S Corp. Other Type _____

Name of Business if different from Legal Name: _____
(Any fictitious name or 'Doing Business As' (DBA) name must be filed with the Secretary of State's Office)

Sales Tax Number: _____ FEIN: (if applicable) _____

Physical Business/911 Address: _____ Suite/Unit #: _____
(Must be numeric address plus street name (example: 152 Smith St); CANNOT be a P.O. Box or location description)

City: _____ County: _____ Zip Code: _____

Business Mailing Address (if different): _____ Suite/Unit #: _____
(This is the address where you want to receive any and all mail communication from ABC; CAN include P.O. Box)

City: _____ County: _____ Zip Code: _____

Business Phone Number: (____) _____ - _____ Secondary line if applicable: (____) _____ - _____

Business Email: _____

Note: *Alcoholic Beverage Control primarily uses e-mail to communicate with permit holders. Please provide the most up-to-date email for your business that is reviewed frequently. If your email address changes for any reason, please notify us immediately.*

Primary Owner/President/CEO Information

Owner/President/CEO Demographic Information:

NOTE: *Information must be for the legal head of the company.*

Owner/President/CEO Name: _____ Date of Birth: ____ / ____ / ____

Home Address: _____ Suite/Unit #: _____
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: _____ County: _____ Zip Code: _____

E-mail Address: _____ Phone Number: (____) _____ - _____

Driver's License/ID Number: _____ State of Issuance: _____ Alien Registration No.: _____

SSN: ____ - ____ - ____ Percentage of Ownership in business: _____ %

Business Contact Information

Business Primary Contact Information

If different from owner/President/CEO

Name: _____ Date of Birth: ____ / ____ / ____

Home Address: _____ Suite/Unit #: _____
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: _____ County: _____ Zip Code: _____

E-mail Address: _____ Phone Number: (____) _____ - _____

Driver's License/ID Number: _____ State of Issuance: _____ Alien Registration No.: _____

Important Information

Please note that this application **MUST** be completed in its entirety. Any application that is submitted that is incomplete will **not** be accepted and will be returned to the applicant. Please review the application to ensure that you have provided all required information and documentation for application submission.

By accepting a permit from Arkansas Alcoholic Beverage Control, the permit holder is agreeing that they, and their business, will follow all lawful requirements and furthermore acknowledging that they understand that ABC Agents, or any other lawful Alcoholic Beverage Control Entity can periodically conduct inspections and compliance checks to ensure compliance with the law.

Legal Responsibility – Application Signature Page

By dating and signing below, I certify and attest that I am an owner or duly authorized agent, partner, officer, or Applicant and hereby declare and sign under penalty of law that the information provided on this application (all pages one through three) is true and correct to the best of my knowledge and belief. The undersigned applicant also agrees to faithfully comply with all local, state, and federal laws including, but not limited to, Act 483 of 2013 A.C.A. § 3-5-1701 all rules promulgated pursuant thereto, and all lawful orders of the Arkansas Alcoholic Beverage Control Board. Applicant understands and agrees that any intentional false or misleading information, of any nature, will be sufficient grounds for denial or subsequent revocation of the permit for which he/she is applying.

Date: _____
Signature of Owner or Authorized Representative – (Please sign in notary’s presence)

Printed Name of Owner or Authorized Representative

Business Title of Owner or Authorized Representative

Notary Information:

Subscribed and sworn to before me, a Notary Public, by _____, to me well known or identified to me by government issued photo identification, on this _____ day of _____, 20_____.

My Commission Expires: _____ Name: _____

Please place Notary
Stamp in box

