

The seal of the Whitfield County Sheriff's Office is visible in the background. It is circular with the text "WHITFIELD COUNTY SHERIFF'S OFFICE" around the perimeter and "EST. 1851" at the bottom. The seal is light-colored and semi-transparent.

WHITFIELD COUNTY NEW ALCOHOL LICENSE APPLICATION INSTRUCTIONS

The Georgia Department of Revenue has implemented a new centralized alcohol application process for new initial retail alcohol license registrations. With this new system, ALL local and state retail alcohol applications will uniformly be submitted through the GTC website. The website is <https://gtc.dor.ga.gov>. There is no more paper applications it all has to be done electronically. The state requires that the applicant have their county license before the State will issue its license.

No license will be issued until all required information has been submitted to the Board of Commissioners and investigation report(s) have been received from the Sheriff's Office.

Completed applications are placed on the agenda for the next Board of Commissioners meeting for their review and approval. The Board of Commissioners meetings are held on the second Monday of every month. Before your application appearing on the agenda for consideration, public notice of your application must run in the local newspaper (Dalton Daily Citizen) for two consecutive weeks prior to the meeting date. The Daily Citizen has a Wednesday at Noon cutoff time for ads to run in Fridays print and is located at 308 S. Thornton Ave, Dalton, GA 30720. The ad for publication will be provided to you after the completed application is received and payment has been made.

Once the completed application and supporting documents have been submitted on the GTC website, Whitfield County will begin reviewing your application. Whitfield County will begin processing your application after payment has been made. If the application is not complete or supporting documents are missing, your application can be rejected. As a prerequisite to the issuance of any license, the person, partners, or corporation's managing agent shall furnish a complete set or sets of his/her/their fingerprints. The Board of Commissioners will request the Sheriff's Office to obtain a fingerprint based criminal history records check from the Georgia Crime Information Center and Federal Bureau of Investigation for purposes of determining the suitability of the individual(s) fingerprinted and to return an appropriate report to the board. The consent forms will be forwarded to the Sheriff's Office for processing. Any fees charged by the Whitfield County Sheriff's Office or the Georgia Crime Information Center or the Federal Bureau of Investigation to cover the cost of the records search shall be paid by the individual(s) fingerprinted.

*Fingerprinting is performed at the Whitfield County Sheriff's Office at 805 Professional Blvd, Dalton, GA. Please call the Sheriff's Office at 706-876-1520 for more information.

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THE FOLLOWING MUST BE SUBMITTED BEFORE WE CAN CONSIDER YOUR APPLICATION:

REMITTANCE WITH PAYMENT (CHECK/MONEY ORDER)* Please bring your GTC (Georgia Tax Center) registration confirmation print out and payment to 201 S. Hamilton St. 5th Floor or by mail to P.O. Box 248, Dalton, GA 30722 Attn: County Clerk.

APPLICATION *(online at <https://gtc.dor.ga.gov> you can view the application online at www.whitfieldcountyga.com but applications must be submitted to the GTC online.)

INVESTIGATION REPORT *(the Sheriff's Office will submit report(s) to the BOC Administration Office)

2 CHARACTER REFERENCES

E-VERIFY COMPLIANCE (Businesses with 10 or more employees) OR EXEMPTION

AFFIDAVIT VERIFYING STATUS OF BENEFIT

APPLICANT/DESIGNATED AGENT

SAVE Affidavit *(U.S. Citizens are only required to provide this affidavit one time)

PROOF OF RESIDENCE *(FOR EXAMPLE: UTILITY BILL FOR APPLICANTS/DESIGNATED AGENTS HOME ADDRESS)

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE DOCUMENTS.