



APPLICATION FOR TOBACCO SALES CERTIFICATE

State Form 51357 (R5 / 5-23)

INDIANA ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street, Room E-114

Indianapolis, IN 46204

Telephone: (317) 232-2430

<http://www.in.gov/atc>

INSTRUCTIONS:

1. Please type or print legibly.
2. Complete all questions.
3. Include payment.
4. Please attach a Certificate of Existence from the Indiana Secretary of State.

SECTION 1: GENERAL INFORMATION

Name of applicant (<i>individual or business entity</i>)		Doing business as (<i>d/b/a</i>)	
Address of premises where tobacco products are sold (<i>number, street, city, state, and ZIP code</i>)			
Mailing address (<i>if different</i>) (<i>number, street, city, state, and ZIP code</i>)			
Name of applicant		Telephone number	E-mail address
Address of applicant (<i>number, street, city, state, and ZIP code</i>)			
Check one: <input type="checkbox"/> New application <input type="checkbox"/> Renewal	Certificate number (<i>if renewal</i>)		Certificate expiration date (<i>if renewal</i>) (<i>mm/dd/yyyy</i>)

SECTION 2: BUSINESS OWNERSHIP

Check one: Corporation (Inc.) Limited Liability Company (LLC) Partnership
 Limited Partnership (LP) Limited Liability Partnership (LLP) Sole proprietorship

Please provide the following information for the business entity type selected above:

CORPORATION – President, secretary, and all other corporate officers

LIMITED LIABILITY COMPANY – All members and managers, including percentage of interest held

PARTNERSHIP / LIMITED PARTNERSHIP / LIMITED LIABILITY PARTNERSHIP – All partners and percentage of interest held

SOLE PROPRIETORSHIP – Owner

Title	Name	Home Address	Date of Birth	Ownership Percentage

SECTION 3: OPERATION INFORMATION

For the purposes of this section, "tobacco" has the meaning set forth in Indiana Code 35-46-1-1.7 and "electronic cigarette" or "e-cigarette" have the meaning set forth in Indiana Code 35-46-1-1.5, including any device capable of delivering inhalable nicotine by a vaporized solution (including components, cartridges, and e-liquids).

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Do you understand that it is illegal to sell tobacco products and/or e-cigarettes (i.e., a device capable of providing an inhalable dose of nicotine by a vaporized solution, including components, cartridges, and e-liquids) to someone less than twenty-one (21) years of age?
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Do you understand that it is illegal for individuals less than twenty-one (21) years of age to possess tobacco and e-cigarettes (including components, cartridges, and e-liquids) under Indiana law?
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Do you understand that it is illegal for individuals less than twenty-one (21) years of age to access tobacco products and/or e-cigarette vending machines under Indiana law?
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Do you acknowledge and understand that you must post proper tobacco signage depending on the type of tobacco vendor you are under Indiana law? Please visit www.in.gov/atc/tobacco-resources/tobacco-information/ for additional information about required signage.
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Do you understand that you must check the identification of an individual that appears to be under the age of thirty (30) before selling them a tobacco or e-cigarette product (including e-liquid)?

<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Do you understand that valid forms of identification include only the following government issued photo IDs: a driver license, a state issued identification card, a U.S. passport, a U.S. military ID card, and a US immigration card?
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Do you understand that cigarettes must be sold in a pack or carton, and that selling single cigarettes is illegal?
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Do you understand that the penalty for violating certain tobacco laws may include a fine of up to \$1,000.00 per violation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Do you understand that if you sell tobacco or e-cigarette products (including e-liquids) without a valid certificate, you may be fined up to \$1,000.00?
<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Do you understand that tobacco sales certificates must be renewed every three (3) years?
<input type="checkbox"/> Yes <input type="checkbox"/> No	11. <i>For new applicants:</i> Do you understand that a new business that sells tobacco products may not operate within one thousand (1,000) feet of a public or private elementary or secondary school? (<i>Renewal applicants may skip to Question 12.</i>)
<input type="checkbox"/> Yes <input type="checkbox"/> No	12. Is your business located within one thousand (1,000) feet of a public or private elementary or secondary school?
<input type="checkbox"/> Yes <input type="checkbox"/> No	13. Do you understand that you must comply with the requirements of the Indiana Cigarette Fair Trade Act (IC 24-3-2 et seq.) at all times?
<input type="checkbox"/> Yes <input type="checkbox"/> No	14. Do you understand that tobacco sales certificates must be displayed in a conspicuous location visible to the public in accordance with 905 IAC 1-46-1?
<input type="checkbox"/> Yes <input type="checkbox"/> No	15. Do you consent to the entrance, inspection, and search by an enforcement officer of the licensed premises, without a warrant or other process, to determine compliance with the provisions of Title 7.1 of the Indiana Code? <i>Note: Answering "No" to this question will result in denial of this application.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	16. In the year immediately preceding the submission of this application, has anyone with an interest in this tobacco sales certificate application had an interest in another tobacco sales certificate that was denied, revoked, or suspended?
<input type="checkbox"/> Yes <input type="checkbox"/> No	17. If the sale of tobacco products (including e-liquids) accounts or is expected to account for 85% of actual or anticipated retail sales for this location, do you understand that it is illegal to allow anyone under the age of twenty-one (21) to enter the licensed premises?
<input type="checkbox"/> Yes <input type="checkbox"/> No	18. Do you understand that all tobacco products must be purchased from a licensed distributor or licensed wholesaler and that you must provide an invoice or documentary evidence of such upon inspection of your premises? (IC 24-3-2-4.7)

SECTION 4: CERTIFICATION OF APPLICANT

I hereby certify that this application was completed by myself, or the preparer identified below. I certify that I have reviewed this application form prior to signing, and that all information provided herein is true and correct. I acknowledge and understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application or attached documents.

Signature of applicant	Date signed (mm/dd/yyyy)
Printed name	Telephone number

SECTION 5: CERTIFICATION OF PREPARER (if applicable)

I hereby certify that I have examined this application and any accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete. I further certify that the applicant has reviewed the completed application form prior to signing.

Signature of preparer	Date signed (mm/dd/yy)
Printed name of preparer	Telephone number

SECTION 6: PAYMENT AND FEE

There is a \$200.00 fee for a three (3) year certificate. You may submit payment via money order, business check, or certified check with checks made payable to the Indiana Alcohol and Tobacco Commission. DO NOT SEND CASH OR PERSONAL CHECKS. You may also apply online at www.in.gov/atc and pay with MasterCard or Visa.