



APPLICATION FOR TOBACCO SALES CERTIFICATE

State Form 51357 (R3 / 5-15)
Approved by State Board of Accounts, 2015

**INDIANA ALCOHOL AND TOBACCO
COMMISSION TOBACCO ENFORCEMENT**
302 W. Washington Street, Room E114
Indianapolis, IN 46204
Telephone: (317) 234-4315
Website: <http://www.IN.gov/atc>

STEP 1. GENERAL INFORMATION

Name of business entity		Telephone number of business	E-mail address
Address where tobacco products are sold (<i>number, street, room number, city, state and ZIP code</i>)			
Mailing address (<i>if different</i>) (<i>number and street, city, state, and ZIP code</i>)			
Doing business as (DBA)	Check one: <input type="checkbox"/> Renewal <input type="checkbox"/> Original application	Certificate number (<i>if renewal</i>)	Certificate expiration date (<i>if renewal</i>)

STEP 2. BACKGROUND

For the purposes of this section, tobacco shall have the meaning set forth in Ind. Code 35-46-1-1.7 and electronic cigarette or e-cigarette shall have the meaning set forth in Ind. Code 35-46-1-1.5. Note this includes any device capable of delivering inhalable nicotine by a vaporized solution, including components and cartridges. Components include e-liquids.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that it is against Indiana law to sell tobacco or e-cigarettes (meaning a device capable of providing an inhalable dose of nicotine by a vaporized solution, including components, cartridges and e-liquids) to someone less than eighteen (18) years of age?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that under Indiana law access to tobacco and e-cigarette vending machines is illegal to people less than eighteen (18) years of age?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that under Indiana law access to tobacco and e-cigarettes including components, cartridges and e-liquids is illegal to people less than eighteen (18) years of age?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that under Indiana law you must post the proper tobacco signage depending on what type of tobacco vendor you are?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the identification of anyone that appears under the age of twenty-six (26) should be checked before selling them a tobacco or e-cigarette product including e-liquid?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that valid forms of identification include only the following government issued photo IDs: a Driver License, a State issued ID card, a US Passport, a US Military ID card, and a US Immigration card?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that cigarettes have to be sold in a pack or carton and that selling single cigarettes is illegal?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the penalty for violation of certain tobacco laws can be a fine of up to \$500.00 for each violation?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	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 \$1000.00?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that your tobacco certificate must be renewed every three (3) years?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that a new business selling tobacco may not operate within two hundred (200) feet of a public or private elementary or secondary school?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is your business located within two hundred (200) feet of a public or private elementary or secondary school?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the Indiana cigarette fair trade law must be followed at all times?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that tobacco sales certificate must be posted in accordance with 905 IAC 1-46-1 of the Indiana Administrative Code?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you consent for the duration of the permit to inspection and search by an enforcement officer, without a warrant or other process, of your licensed premises and vehicles to determine compliance with the provisions of I.C. 7.1?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you sell tobacco?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you sell e-cigarettes – defined as 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	Do you understand that all tobacco products must come from a licensed distributor/wholesaler and you must be able to provide an invoice or documentary evidence of this upon inspection of your premises? (IC 24-3-2-4.7)

STEP 3. ATTACH COPY OF REGISTERED RETAIL MERCHANT CERTIFICATE

Attach or e-mail a copy of your unexpired Registered Retail Merchant Certificate (RRMC) along with this application. E-mails may be sent to NAnderson1@ATC.IN.GOV. Contact 317.232.2165 (Indiana Department of Revenue) for assistance in obtaining or renewing your RRMC.

STEP 4. FEE AND PAYMENT SCHEDULE

There is a \$200.00 fee for a three (3) year certificate. You may apply in person, by mail, or online. Payment by mail may be money order, business check, or certified check. DO NOT SEND CASH OR PERSONAL CHECK. Apply online at <http://www.IN.gov/atc> and pay with MasterCard or Visa.

STEP 5. SIGNATURE AND AFFIRMATION

I certify that this application was completed by me. I affirm under penalty of perjury that all information provided on this form is true and correct. I understand that it is a felony under Indiana law to misrepresent or falsify any position of this application.

Signature of applicant	Date signed (<i>month, day, year</i>)
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