



# HOW TO APPLY FOR AN ALCOHOL LICENSE



Start your application with  
Department of  
Revenue/Georgia Tax Center  
[www.dor.georgia.gov](http://www.dor.georgia.gov)

Complete  
Fingerprint  
Background Check

ONCE RESULTS ARE  
RECEIVED, YOU WILL  
BE NOTIFIED OF  
SCHEDULED  
ALCOHOL CONTROL  
BOARD MEETING.

Attend scheduled  
Alcohol Control  
Board Meeting

UPON APPROVAL, YOU WILL  
BE DIRECTED AS TO WHEN  
YOU MAY PICK UP YOUR  
ALCOHOL LICENSE.

Submit payment  
to Cartersville  
City Hall

ONCE ALCOHOL LICENSE  
IS OBTAINED:

Upload local Alcohol  
License to Dept. of  
Revenue Portal

Complete Application &  
Affidavits

Upload Required  
Documents

INCOMPLETE SUBMITTALS  
WILL BE REJECTED.

Wait for email on directions  
to have your Fingerprint  
Background Check  
completed

WILL THE BUSINESS BE...

Located within city  
limits of Cartersville?

Determine Your  
Jurisdiction

Mailing addresses are not always  
indicative of the jurisdiction where  
license should be obtained.

Contact us at 770-387-5600 for  
assistance in determining the  
jurisdiction where the license  
should be obtained.

New  
Applicants

DISCLAIMER: The information on this chart is intended to furnish users with general information on the process of obtaining an Alcohol License. Should you have specific questions regarding an entity or business, please call our office at (770) 387-5600