

**INSTRUCTIONS AND GENERAL INFORMATION**

**General Information**

- Type or print clearly in black or blue ink (do not use red).
- Acronyms or form numbers used in these instructions:

B&P	Business & Professions Code
CCR	California Code of Regulations
211	Application for ABC License

**Instructions**

**Item 1 (Applicant's Name)** — Enter the name of the applicant(s). For a limited partnership, limited liability company, or a corporation, show the name of the entity.

**Item 3 (Applicant Premises Address)** — Enter the address where the license was to be issued.

**Item 4 (License Type Applied For)** — Enter numeric designation (e.g., Type 20) or a description.

**Item 6 and 7 (Transferor's Name and Address)** If this is a transfer, enter the name of the licensee. For a limited partnership, limited liability company, or a corporation, show the name of the entity. List the address where the license is now issued.

**Item 9 (Refund Information)** — Check one of the three boxes. One-fourth of the license fee paid, or not more than \$100, will not be refunded. ABC will credit the balance of the license fee paid on any taxes then due from the applicant and refund the remaining portion. ABC will make the refund of license fees payable to the applicant entity shown on Form ABC-211 (two names, maximum). However, ABC will make the refund payable to *another* entity only if you show acceptable documentation to ABC that another entity has paid the license fees. Documentation may be a copy of the front and back of a canceled check. You should mail any refund documentation to ABC Headquarters Attention: Refund Unit, 3927 Lennane Drive, Suite 100, Sacramento, CA 95834. The documentation must be received within 15 days of the date Form ABC-209 is signed. (Sections 23959 and 14761 B&P Code and Part 14 [Section 32001, et seq.] Division 2, Revenue and Taxation Code or the Sales and Use Tax Law)

**Item 10 (Mailing Address for Refund)** — Show where you wish to receive the refund. This may be different from the premises address. Business and mailing addresses are public information and are available to the public. Please consider this, especially when listing a mailing address.

**Items 11 and 12 (Signatures)** — One person may sign on behalf of the applicant or the transferor. This must be the individual, a partner, corporate officer, limited liability company member or managing member.

Either the applicant or the transferor may withdraw an application to transfer a license. When only one of these parties signs the Form ABC-209, the District Administrator will send a letter to both informing them the other party has withdrawn the application.

When ABC has approved a transfer under Section 24044 B&P Code (premises under construction), both the transferor and the applicant must sign the Form ABC-209.

However, if ABC transfers a license under Rule 64(b) CCR (premises under construction), it is too late to withdraw the application.

**MISCELLANEOUS INFORMATION**

**When Withdrawal Required**

Amending or correcting an application requires withdrawal and re-filing. Examples include change in ownership or a change from a person-to-person transfer to include a premises-to-premises transfer.

**Withdrawal of Protested Applications**

**Refiling after withdrawal.** If an application is voluntarily withdrawn as a result of any protest, the applicant may not refile an application at the same location for one year from the date of the withdrawal. (Section 24013.1 B&P Code)

**Protests against subsequent applications.** All verified protests filed against the issuance of the license at the premises shall remain valid against any subsequent applications filed for that premises for a period of one year from the date of withdrawal. (Section 24013.2 B&P Code)

**Premises where license denied, revoked.** No license shall be issued for any premises for which a license has been *denied* or revoked, *for reasons pertaining to the premises*, unless one year has elapsed from the date the order becomes final. (Section 24013.5(a) B&P Code)  
 No license shall be issued for any premises for which a license has been denied, for reasons pertaining to the premises, twice within a 36-month period, unless two years have elapsed from the date that the last order becomes final. (Section 24013.5(b) B&P Code)