



Colonel Kedrick R. Wills
Director

Idaho State Police

Service Since 1939

January 1, 2019



C.L. "Butch" Otter
Governor

Dear ABC Licensee:

I am writing with exciting news!

In ABC's ongoing effort to provide excellent customer service to YOU, our licensees, we are simplifying our license renewal process. These changes will accelerate your renewal process and save you money! Effective immediately, starting with this renewal application, the renewal applications no longer need to be notarized. Instead, from this point forward, your signature on the application will certify that you have read, understand, and agree with the application's **Signature Certification** section.

Additionally, you will find that your renewal application now includes a credit card payment form. This means you can now submit your renewal application and payment by e-mail or fax! Once complete, simply e-mail or fax the completed renewal application packet to ABC. We will continue to process all applications in the order in which they are received, regardless of method of delivery. As always, if you would like to have your license overnighted to you, include a pre-paid, self-addressed shipping label with your application packet. ABC does not monitor tracking information, so please make sure you retain this information for your records.

Please understand that though these changes will speed up the renewal process, you are ultimately responsible for submitting your completed application packet to ABC to allow sufficient processing time for you to receive the new license before the old one expires. Renewal applications submitted near the expiration date may fail to result in a renewed license before the old license expires. ABC mails the renewal applications 8 weeks before the license expires to allow licensees ample time to renew before expiration. You can help us help you by submitting your renewal application early.

As always, feel free to call us at (208) 884-7060 or e-mail us at abc@isp.idaho.gov with any questions.

Sincerely,

Capt. Brad Doty
Bureau Chief
Alcohol Beverage Control Bureau
Idaho State Police