

IDAHO STATE POLICE PROCEDURE

10.01 ALCOHOL LICENSE OR PERMIT INFORMATION

I. General

- A. Information shown on the printed license form may be released to the public over the telephone. All other information requests are processed according to this procedure.

II. Application and File Information

- A. Licensees may request information from their own application using [GovQa](#).
- B. A copy charge may be required in accordance with ISP procedure [02.06 Public Records Requests](#).
- C. Law enforcement investigators currently involved in an investigation, and employees of other agencies with a current memorandum of understanding, may have access to any license or investigative file.
- D. Information may be faxed or emailed to the requesting investigator.
- E. Requests for duplicate licenses must be made in writing by the licensee.
- F. All other requests for information must be made using GovQa Public Record Request and are handled pursuant to ISP procedure 02.06 Public Records Requests.
- G. When an applicant, who currently has been issued a retail license, applies for a new license or the transfer of a license, new documents must be submitted.
- H. ABC cannot transfer the documentation (i.e., organizational documents) from one license file to the new/transferred license file.

III. Document Submittal

- A. Original signed applications and supporting documents may be hand-delivered or submitted via the US mail or other delivery service, emailed, or faxed for renewals. New applications and transfer applications may be hand delivered, submitted via US mail or other delivery service.
- B. Requests for changes to an application or license must be hand-delivered, submitted via the US mail or other delivery service, emailed, or faxed by the licensee or applicant only.
- C. Documents such as affidavits, fingerprint statement forms, floor plans, etc. may be submitted by fax, electronically, via the US mail, or hand-delivered.

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- D. All original file information submitted by the applicant is maintained in the original (or archived) license file and retained in accordance with ISP procedure [02.07 Records Management](#).

IV. Payment of Fees

- A. For payment of any license or permit fees, ABC accepts payment in the form of personal check, business check, cashier's check, money order, cash, or credit card.
- B. Electronic payment, including debit and credit cards, are accepted and processed through a third party vendor.
- C. For processing of returned check fees:
 - 1. Financial Services notifies the appropriate ABC staff of the returned check.
 - 2. As soon as possible after notification, ABC staff sends a certified letter to the licensee or applicant, notifying them of the returned check and the process for submitting repayment.
 - 3. The licensee or applicant has twenty-one (21) days to submit repayment of all required and incurred fees in certified form (i.e. money order).
 - 4. If the returned check was for payment of applicant fees for a license that is still pending issuance, the license is not issued until all required and incurred fees are repaid.
 - 5. If the returned check was for payment of applicant fees for an issued license the licensee will have twenty-one (21) days to repay all required and incurred fees.
 - 6. If the returned check was for payment of applicant fees for the renewal of a license, the licensee has until the end of the thirty-one (31) day grace period, as defined in I.C. [§§23-908\(1\)](#), [23-1010\(7\)](#) and [23-1316](#), to repay all required and incurred fees.
- D. If a licensee fails to repay all required and incurred fees within the allowed timeframe, the license is canceled at the end of the thirty-one (31) day grace period as defined in I.C. [§§23-908\(1\)](#), [23-1010\(7\)](#) and [23-1316](#).
- E. If an applicant fails to repay all required and incurred fees within the allowed timeframe, the application is canceled at the end of the twenty-one (21) day period as indicated in paragraph D.3.c above.
- F. An applicant or licensee that submits a check that is later returned as not being honored is not allowed to submit personal or business checks for a period of three years after submission of the returned check. Only cash, money orders, cashier's checks, or credit cards are accepted during this period.