



Division Use Only:
Check #: _____
Check Amount: _____
of Checks: _____

Application for S-1 or S-2 Permit
Sale of Beer or Wine Direct to a Personal Consumer via Mail Order

Ohio Revised Code 4303.232 or 4303.233

READ BEFORE YOU START YOUR APPLICATION

For your application to be deemed complete, you must fully and legibly complete this application, including:

- Answering all required questions ("*" indicates a required field);
• Paying all the required fees listed below; and
• Submitting any additional required forms listed below.

SECTION A - Application Type
* Are you a(n) (select one):
[] New applicant that does not already have a S-1 or S-2 permit with us?
[] Existing S-1 or S-2 permit holder wanting to add additional shipping locations...

SECTION B - General Questions
1. * What product(s), regardless of where the product is made, does the applicant intend to direct ship to Ohio consumers?
2. * Does the applicant make the product(s) selected above?
3. * Is the product(s) the applicant makes and wants to direct ship already registered for sale in Ohio?

SECTION G – Required Information for application to be deemed complete or the application WILL BE RETURNED

1. Meet the statutory requirements for the applied permit (see Ohio Revised Code [4303.232](#) or [4303.233](#)).
2. Submit the non-refundable \$100 application processing fee.
3. Submit the applicable permit fee(s) (see Section F above) and ensure the:
 - payment is by check or money order (NO CASH) and made payable to "Treasurer, State of Ohio",
 - payment is signed,
 - numeric amount listed matches the written amount, and
 - applicant listed in Section C is in the memo line (if different than contact information printed on payment).
4. If business is located in Ohio, submit confirmation of [Ohio Secretary of State](#) Filing (web print outs are acceptable) based on entity type:
 - Corporation – Certificate of Good Standing or Certificate of Authority to Do Business in Ohio
 - LLC – Certificate of Organization or Certificate of Authority to Do Business in Ohio
 - Partnership – Certificate of Good Standing, Fictitious Name or Authority to Do Business in Ohio
 - N/A – applicant is a Sole Proprietor OR a Non-Ohio Entity
5. Submit a current copy of your Federal Basic Permit or Brewer’s Notice issued by the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB) for the location listed in **Section C** or any additional locations provided in your addendum. Visit <https://www.ttb.gov/> for more information on how to obtain a federal permit or brewer’s notice.
6. Executed Power of Attorney Agreement (must submit an executed power of attorney if you are signing this document on behalf of another person or company).
 - N/A N/A – Already on File

SECTION H – Certification of Form

***Must be completed by the applicant or you provided an executed power of attorney with this application.**

By signing below, I certify and understand that:

- I have the authority to execute this document and any addendums;
- The information provided is true, correct, and complete to the best of my knowledge and belief;
- Failing to complete this application or addendums, consistent with the above listed instructions, will result in this application being returned to me, unprocessed, until a corrected, complete application is received by the Division;
- I must notify the Division if I decide to direct ship additional products beyond those disclosed in this application;
- I must apply for each additional shipping location if I later decide to ship from additional locations not addressed within this application or addendums;
- Supplier registrations, Class A permits, and a S-1 or S-2 permit, as applicable to me, all must be annually renewed by October 1st each year; and
- During the review of this application further documentation or actions may be needed and my failure to timely comply could delay the processing of my application.

(Signature of the Applicant)

(Please Print Name)

(Title)

(Date)

Submit the application, fees, and required forms to:
Ohio Department of Commerce – Division of Liquor Control
c/o Beer & Wine Section
6606 Tussing Road
Reynoldsburg, OH 43068-9005

Questions? Go to com.ohio.gov/ineedhelp
Email fileinquiry@com.ohio.gov
Call (614) 644-3155
Office Hours: 8:00 a.m. - 5:00 p.m. EST
Sign-up to stay informed at com.ohio.gov/stayinformed

