



<https://ttbonline.gov/permitonline>

## Quick Tips Guide

### Self-Registration

Permits Online provides a self-registration feature which allows users to register without the assistance of TTB. Click on the “Register for Account” button at the top right corner of the Permits Online Home page.

**TIP:** If you are using Permits Online from an Apple Mac computer you may not be able to view the entire screen, specifically the login section in the upper right corner of the home page. Simply place your mouse in a blank section of the page, click and drag the mouse to the right to view the rest of the page.

### Save and Resume Later

You may choose “Save and Resume Later” at any time.

**TIP:** You must complete any page that you start for Save and Resume to work properly.

### Navigation Tips

- Do NOT use your internet browser Back button!
- Permits Online will time out after 15 minutes of non-use.

### Applications Currently Available through Permits Online:

- **Application for Owner and Officer Information (OOI)** – *Every person* that will be listed as an officer, director, or stockholder of more than 10% of a corporation; a member or managing member of an LLC; a limited or general partner in a partnership; or a sole proprietor must complete this application.

**TIP:** You should complete your OOI application first. You will receive a Tracking Number after you submit the OOI to TTB. This Tracking Number will be used to complete your permit/registration application.

- **Application for New Winery Operation** – Select this application if you wish to apply as a:
  - **Bonded Winery** - a facility that is authorized to produce, blend, cellar treat, store, bottle, and/or package of wine.
  - **Bonded Wine Cellar** - a facility that does NOT engage in the production of wine, but in cellar treatment, storage, bottling, and/or packaging of wine. Some BWCs also blend wine.
  - **Tax Paid Wine Bottling House** - a facility that bottles or packages wine on which excise tax has already been paid.
- **Application for New Wholesaler and/or Importer** – Select this application if you wish to apply as a wholesaler (distributor) of alcohol products (purchasing products for resale

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at the wholesale level), including activities as an exporter, or as an importer of alcohol products.

## Application Contacts and Addresses

The following is a description of the various address information requested by Permits Online:

- **Application Contact** - This contact is the primary person with which TTB will discuss application information and who will receive email notifications from TTB. This may be a consultant or an officer/owner for the applicant company.
- **Business Headquarters** - This information ask for the:
  - Person with whom TTB may conduct a phone interview about the proposed operations and holds signing authority on behalf of the applicant entity.
  - The official company name
  - Employer Identification Number
- **Mailing Address** – Where you would like to receive your mail from TTB.
- **Premises Address** – Where the proposed operations will take place.

## Tracking Numbers

There are several types of tracking numbers generated from Permits Online:

- If you begin an application and save it prior to submission, you will receive a Temporary Tracking Number. This number will become invalid upon submission.
- Once submitted, you will receive an Initial Tracking Number.

You may check the status of your application 7 days a week, 24 hours a day using these tracking numbers.

## Collections

You may organize your applications using a feature called Collections. The Collections feature allows you to organize multiple application submissions.

## Required Attachments

**Use the link “Supplemental Documents” to identify what documentation that must be submitted with your application.** You will be required to either upload, mail or fax these documents to the Alcohol and Tobacco Tax and Trade Bureau (TTB) in order to complete your application. If TTB does not receive your required attachments within 15 business days, your application may be abandoned.

## Statements & Documents Section

You will use the Statements & Documents section to identify all documents that you are submitting.

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