

Steven L. Beshear  
Governor



Robert D. Vance  
Secretary

Frederick A. Higdon  
Commissioner

**PUBLIC PROTECTION CABINET  
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

1003 Twilight Trail  
Frankfort, KY 40601  
502-564-4850  
502-564-7479 (fax)  
abc.ky.gov  
October 1, 2013

Dear local ABC Administrator,

In an effort to effectively streamline the licensing process, the Department will begin implementing two new licensing practices effective November 1, 2013.

KRS 243.430 provides that an application for a state license issued under KRS 243.030 and 243.040 may be rejected if the application is incomplete or the correct fee has not been remitted with the application. Beginning November 1, 2013, the Department will reject all applications which are incomplete or which do not enclose the correct payment.

Additionally, 804 KAR 4:250(2) requires an application for a special temporary license to be filed with the Department no later than five (5) working days prior to the date for which the license is requested. Beginning November 1, 2013, the Department will deny all applications that are received less than five (5) days prior to the requested date.

Since KRS 243.370 requires local approval of these applications first, it is imperative that local ABC Administrators timely review and approve special temporary license applications so that they can be received by the Department at least five (5) days in advance. The Department will reject all special temporary license applications not received five (5) days in advance regardless of how long they were filed with, or sat in, a local ABC Administrator's office.

Please note the effective dates of the aforementioned application practices. These licensing practices are being posted publicly on the Department's website and Facebook page. If you have any questions, please feel free to contact the Department at (502) 564-4850. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Frederick A. Higdon".

Frederick Higdon, Commissioner  
Department of Alcoholic Beverage Control