



Rev: 04/2008

P.O. Box 1059, 1369 Fourth Avenue, Auburn, GA 30011

P : 770-963-4002 F : 770-513-9255

City of Auburn Pourers Permit Application

PERMIT STATUS SECTION	
PLEASE CHECK ONE OF THE FOLLOWING REASONS FOR APPLYING FOR THIS PERMIT	
	<input type="checkbox"/> MANAGER <input type="checkbox"/> ASSISTANT MANAGER <input type="checkbox"/> BARTENDER <input type="checkbox"/> SERVER <input type="checkbox"/> HOST/HOSTESS <input type="checkbox"/> OTHER _____
	NAME OF COMPANY

APPLICANT INFORMATION SECTION			
	NAME OF APPLICANT		
	LIST ALL PREVIOUS LAST NAMES AND ALIASES		
	DRIVER'S LICENSE NUMBER (APPLICANT MUST POSSESS A VALID GEORGIA DRIVER LICENSE)		
	DATE OF BIRTH (MM/DD/YYYY FORMAT)	SOCIAL SECURITY NUMBER	
	PRIMARY PHONE NUMBER	SECONDARY NUMBER OR MOBILE	
	PHYSICAL HOME ADDRESS		
	CITY	STATE	ZIPCODE
LIST TWO PREVIOUS EMPLOYER'S INFORMATION BELOW			
	COMPANY NAME	PERIOD OF TIME EMPLOYED FROM: _____ TO: _____	
	PHYSICAL ADDRESS		
	CITY	STATE	ZIPCODE
	COMPANY NAME	PERIOD OF TIME EMPLOYED FROM: _____ TO: _____	
	PHYSICAL ADDRESS		
	CITY	STATE	ZIPCODE



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Answer the following questions. If you cannot answer “Yes” to any of the questions below then your application will be denied

Yes No

- Is the applicant at least 18 years of age?
Note: Permit shall be issued for a period of one calendar year. Permitted pourers must possess such permit at all times while employed at the licensed establishment. This is to include owners and managers [Ord.5.50.320 (6)]
- Is the applicant a U.S. Citizen or a permanent resident alien?
- Has the Pourers permit application been fully completed, signed and dated.
- Has the Criminal History and Background Check Consent Form been fully completed, signed, dated and notarized.
- Have you included a certified check, money order, or cash for the permit fee.

Signature

Print Name

Date

DEPARTMENT USE ONLY:

Yes No

- Does the applicant (Pourers Permit) meet the requirement of the Ordinance? [**Ord. 5.50.320**]

City Clerk: Denied Approved Date: _____

Police Chief: Denied Approved Date: _____

- Check this box if written notice has been sent to the applicant giving reasons for denial and advising of rights to appeal. Attach the notice of denial to the application paperwork.



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City of Auburn Criminal History and Background Check Consent Form

APPLICANT INFORMATION SECTION							
NAME OF APPLICANT							
LIST ALL PREVIOUS LAST NAMES AND ALIASES							
DRIVER'S LICENSE NUMBER (APPLICANT MUST POSSESS A VALID GEORGIA DRIVER LICENSE)							
DATE OF BIRTH (MM/DD/YYYY FORMAT)				SOCIAL SECURITY NUMBER			
RACE	ETHNICITY	SEX	WEIGHT	HEIGHT	EYE COLOR	HAIR COLOR	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED				SPOUSES NAME			
LEGAL STATUS <input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> RESIDENT ALIEN – LIST YOUR INS NUMBER: _____							
CITY					STATE	ZIPCODE	

BUSINESS INFORMATION SECTION		
NAME OF PLACE OF EMPLOYMENT		
PHYSICAL ADDRESS		
CITY	STATE	ZIPCODE

ARREST INFORMATION SECTION				
IF YOU HAVE EVER BEEN ARRESTED THEN PLEASE LIST ALL ARRESTS BELOW (MUST INCLUDE ALL CHARGES EVEN IF THEY WERE DISMISSED OR EXPUNGED) LIST ANY ADDITIONAL ARRESTS ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS APPLICATION				
	DATE ARRESTED	CHARGE	ARRESTING AGENCY	COURT DISPOSITIONS
	DATE ARRESTED	CHARGE	ARRESTING AGENCY	COURT DISPOSITIONS
	DATE ARRESTED	CHARGE	ARRESTING AGENCY	COURT DISPOSITIONS



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City of Auburn Criminal History and Background Check Consent Form

NOTE: THE COPY OF THE REQUEST FOR THE CRIMIAL HISTORY MUST BE MAINTAINED FOR FOUR (4) YEARS FOR THE PURPOSE OF GCIC/NCIC AUDITS.

ILLEGAL USE OF THE INQUIRY FOR ANY REASON OTHER THAT STATED ABOVE IS A VIOLATION OF STATE LAW AND GCIC/NCIC POLICY AND PROCEDURES AND COULD RESULT IN THE PROSECUTION AND/OR SANCTIONS AGAINST YOU.

(Note: Unless all blanks are completed on this form and the form is notarized, no information will be released.)

***** Rules of Georgia Crime Information Center Council Chapter (GCIC) 140-02 Section 140-02 04 Criminal Justice Information Exchange and Discrimination. Amended *****

Criminal justice agencies may disseminate criminal history records to private persons, businesses, public agencies, political subdivisions, authorities and instrumentalities, including state or federal licensing and regulatory agencies, or to their designated representatives. For dissemination purposes, criminal history records include all available criminal history information; except information relating to any arrest or charges disposed of under the provisions of the Georgia First Offender Act shall not be provided after the person has been discharged from First Offender status and exonerated of the charges. At the time of each request requestors shall provide the fingerprints or the signed and notarized consent of the person whose record is requested. The signed and notarized consent must be in a formal approved by GCIC and must include the person's full name, address, social security number, race, sex and date of birth. Criminal justice agencies which disseminate criminal history records to private individuals and to public and private agencies shall advise all requestors that if an employment or licensing decision adverse to the record subject is made, the record subject must be informed by the individual or agency making the adverse decision of all information pertinent to that decision. This disclosure must include information that a criminal history check was made, the specific contents of the record, and the effect the record had upon the decision.

The City of Auburn requires an **annual** investigation of all licensees. A new Consent will be required with each renewal. The criminal investigation is done by the City of Auburn Police Department through the State of Georgia and GCIC does the background investigation.

By signing this form I, _____, the applicant, understand the reason for this inquiry. I also authorize the City of Auburn and its designees to receive my criminal history from the Auburn Police Department. I further authorize the City of Auburn and its designees to receive my background history form the Georgia Crime Information Center.

SIGNATURE

SWORN AND SUBSCRIBED BEFORE ME THIS

DAY OF _____, **20** _____

DATE

NOTARY PUBLIC