

# Licensing Division News

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## RENEWALS:

Class C licenses are being mailed to you for the retailers that have renewed as of the end of September. The next batch of licenses will be mailed on the 15th. After this mailing, they will be mailed daily to your office as they renew.

If you wish to check the status of a retailer: Click on the licensing tab, click on licensee search, and then enter retail (under category), and then license number and search. Scroll to the bottom of history of licensee, you should then be able to see if there is a "renew" entry for 2015. If there is not, they have not renewed in our system.

## SPECIAL DESIGNATED LICENSE NOTES:

We are continuing to move forward automating SDL applications. The details are still a work in process. We will update you as soon as more information is available.

SDL applications should always have all areas completed on the application. The length and width of the area (whether inside/outside) needs to be complete. If they area is outdoors, a diagram is required. This information is part of the license.

Please help our office with making sure an applicant uses current forms on our website. We are still receiving Special Designated License Applications that are very outdated.

Please do not send SDL applications that are late. The rule is firm and there are NO EXCEPTIONS. Please use the calendar located on our website or contact our office if there is any question on the date being acceptable. The 10-day count requirement does not include the date of the event, holidays or weekends.