

## PROCEDURES FOR OBTAINING A BAR CARD

1. Complete one of the following approved server training programs:
  - TIPS or eTips at [gettips.com](http://gettips.com)
  - Training Institute for Responsible Vendors, Inc/TIRV at [Tirv.Net](http://Tirv.Net)
  - Responsible Alcohol Server Training, LLC/ at [www.barcardtraining.com](http://www.barcardtraining.com)
2. Completely fill out application and ensure all questions are answered. No applications will be accepted without the completion of an approved server training.
3. Submit applications to 132 E Broughton St, 1<sup>st</sup> floor Mondays, Tuesdays, and Thursdays between the hours of 8:15 am – 12:00 pm and 2:00 pm – 4:00 pm.

Bring with you the following:

- Valid photo ID
- Proof of completion of approved server training
- Completed application and affidavit notarized
- \$25 (CASH, VISA OR MASTERCARD)

If you have any questions, please contact a representative from the City of Savannah Business Tax Unit at 912-651-6445.

4. Fingerprints will be processed in our office at the time the Application is submitted during the hours listed in #3. Applications and affidavits must be notarized prior to submitting the application to the office.
5. Completed applications will be forwarded to police department for background check. The background check can take between four to six weeks to be completed by the Savannah-Chatham Metropolitan Police Department.
6. Use receipt as proof of compliance until your application has been approved or denied.
  - If approved, you will be notified to come to your office to have your picture taken and receive your official bar card.
  - If denied, you will be notified and a letter will be mailed to you and your employer with details.

**\*\*PLEASE NOTE THAT THE PERMIT EXPIRES TWO YEARS AFTER ISSUANCE.**



132 E Broughton Street  
Savannah, GA 31401

Return Completed Application with \$25.00 fee.

### Alcohol Manager/Server Permit Application

Type of Application:  New  Renewal

Employed as or seeking employment as:  Manager  Server  Bartender  Doorperson

Permit # \_\_\_\_\_ Application Date \_\_\_\_\_ Alcohol Account # \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Last Name, First Name, MI

2. Maiden, Alien or Other Names Used \_\_\_\_\_

3. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License No. \_\_\_\_\_ State Issued \_\_\_\_\_

4. Race \_\_\_\_\_ Gender: (check one)  Male or  Female

5. Phone \_\_\_\_\_ Email Address \_\_\_\_\_

6. Are you a citizen of the United States? Or an Alien lawfully admitted for permanent residence?

(check one)  Yes  No, if no explain \_\_\_\_\_

**Address Information** – list all home addresses over the past three (3) years; use an additional sheet if more space is needed.

7. Current Address \_\_\_\_\_ Apartment/Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of Residency \_\_\_\_\_

8. Previous Address \_\_\_\_\_ Apartment/Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of Residency \_\_\_\_\_

9. Have you had any alcohol violation(s) within the past three (3) years on the State or Local level? (i.e. sales to minors, underage drinking, serving intoxicated individual)  Yes  No, if yes, please explain: \_\_\_\_\_

10. Have you been arrested and/or convicted of a misdemeanor or felony within the past three (3) years?  Yes  No, if yes, please explain: \_\_\_\_\_

11. Name and location of current employer \_\_\_\_\_

## Alcohol Awareness Training

As an applicant for a manager/server permit, you must provide a current certificate of attendance at an approved alcohol awareness program within 3 days of submitting your application to the city. Details on approved programs will be provided by the City at the time of submittal.

Training Date \_\_\_\_\_ Trained By \_\_\_\_\_

### Background Consent

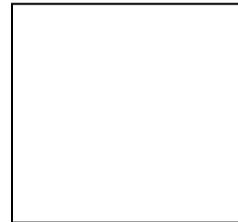
I, \_\_\_\_\_ (*print your name*), authorize the City of Savannah to make an independent investigation of my background, criminal or police records.

I release the City of Savannah and any person or entity that provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources used. This consent form shall be valid as long as I am employed within the limits of the City of Savannah.

**Date Fingerprint Submitted** \_\_\_\_\_



LEFT



RIGHT

I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.

Sworn to and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

*Notary Seal*

\_\_\_\_\_  
Notary Public

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Status:

**Police -**    **Approved**     **Denied**     **Pending**     **Revoked**     **Signature** \_\_\_\_\_

**Revenue -**    **Approved**     **Denied**     **Pending**     **Revoked**     **Signature** \_\_\_\_\_

Office Use:    Initials \_\_\_\_\_    Amount Paid \_\_\_\_\_    Receipt # \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION**



(Please sign the document only in the presence of the Notary Public)

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Savannah, GA (Check one) ( ) **Business Tax Certificate**, ( ) **Alcohol License**, or ( ) **other Public Benefit** for

\_\_\_\_\_  
(Print name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity)

\_\_\_\_\_ I am a United States citizen **OR** (SEE ACCEPTABLE DOCUMENTS BELOW)

\_\_\_\_\_ I am a legal permanent resident 18 years or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration Act 18 years of age or older and lawfully present in the United States.\*

\_\_\_\_\_ Alien Registration number for non-citizens

Verification of your Affidavit will be made through the Systematic Alien Verification of Entitlement (SAVE) program operated by the United States Department of Homeland Security. Therefore, a front and back copy of one of the following documents must be attached to the Affidavit:

- 1. Valid, Unexpired Foreign Passport with I-94
- 2. Temporary Resident Alien Card (I-688)
- 3. Employment Authorization Card (I-76 or I-688A)
- 4. Employment Authorization Document (i-688B)
- 5. Refugee Travel Document (I-571)

In making the above representation under oath, I understand that any person who knowingly and willingly makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20.

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ Seal

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Title

\*Note: O.C.G.A. 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number.

## LISTS OF ACCEPTABLE DOCUMENTS

All Documents must be unexpired

### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

### LIST B

Document that Establish  
Identity

### LIST C

Document that Establish  
Employment Authorization

OR

AND

1. **U.S. Passport** or U.S. Passport Card
2. **Permanent Resident Card** or Alien Registration Receipt Card (Form I-551)
3. **Foreign passport** that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-reliable immigrant visa
4. **Employee Authorization Document** that contains a photograph (Form I-766)
5. **Passport from the Federated States of Micronesia (FSM) or the Republic of Marshall Island (RMI)** with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

1. **Drivers License or ID card** issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. **ID card** issued by a federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
3. **Voter's registration** card
4. **U.S. Military ID** card
5. **Military Dependand ID** card
6. **U.S. Coast Guard Merchant Mariner** card
7. **Native American** tribal document
8. **Driver's license** issued by a Canadian government authority

1. **Social Security Account Number** card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. **Certification of Birth Abroad** issued by the Department of State (Form FS-545)
3. **Certification of Report of Birth** issued by the Department of State (Form DS-1350)
4. **Original or certified copy of birth certificate** issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. **Native American** tribal document
6. **U.S. Citizen ID Card** (Form I-197)
7. **Identification Card** for Use of Resident Citizen in the United States (Form I-179)
8. **Employment Authorization document** issued by the Department of Homeland Security