LOSINST Rev 3/16

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Liquor Control Division
Telephone: (860) 713-6200
Email: dcp.liquorcontrol@ct.gov
Website: www.ct.gov/dcp

Instructions for Completing the Application for Out-of-State Shipper's Permit

Enclosed is an application for an Out-of-State Shipper's Permit allowing the sale of alcoholic liquor, beer or wine. Please note the following when filing the application:

- **Applicant** – The name of the **permittee** is the applicant for the liquor permit. This is the individual who operates/manages an establishment holding a liquor permit. The permittee may, in some cases, also be the owner/backer of the business that holds the permit.
- **Backer** – An individual or legal business entity that **owns** the business to which the liquor permit is issued.

In the event that you must attach additional sheets of explanation for certain items on the application, additional sheets should be identified with the first and last name of the permittee, the name of the business and the city in which the business will operate.

As an Out-of-State Shipper, you are required to;

- **Register Brand Labels** – A brand label registration application must be completed with brand name(s). All applications except for an Out-of-State Winery permit, which will be used for direct consumer sales only, must appoint wholesaler(s) with geographical territories of distribution. If franchise agreements or contracts are executed between an Out-of-State Shipper and Wholesaler, a copy must be filed with the Department of Consumer Protection. If the registrant is not the manufacturer of the product, authorization from the manufacturer must be submitted with the application.
- **Home State Permit** –- Every application for an out-of-state shipper's permit shall be accompanied by a photostatic copy or by other documentary evidence of a permit or license issued by the state in which the applicant derives authority to manufacture, sell or distribute alcoholic liquors.
- **Federal Basic Permit** –- Every application for an out-of-state shipper's permit shall be accompanied by a photostatic copy of the federal basic permit.
- **Winery** – Out-of-State winery applicants shall furnish an affidavit affirming that the out-of-state winery did not produce more than one hundred thousand gallons of wine during the most recent calendar year, in order to be eligible to ship directly to retailers.
- **F.O.B. Prices** – Every out-of-state shipper shall, annually on or before the 6th day of January, file a complete schedule of all alcoholic liquors offered for sale in Connecticut. New items and changes in prices must be submitted by the 6th of the month to become effective on the 1st of the following month. When your registered brands have been approved and you receive your out of state shipper permit, you will be required to post your prices on a monthly basis per Section 30-63(c) of Connecticut General Statutes. You will need to post your prices electronically through the state of Connecticut Liquor Price Posting Web site at www.biznet.ct.gov/dcp.
- **Fees & Form of Payment** – The application must be accompanied by the application filing fee and the appropriate initial permit fee. Please refer to the chart below for the appropriate fee. Checks or money orders should be made payable to ***"Treasurer, State of Connecticut."*** The application filing fee is not refundable.

Type of Permit	Application Filing Fee	Initial Permit Fee	Total Fee Due
Out-of-State Shipper's Permit for Alcoholic Liquor	$100.00 +	$1250.00 =	**$1350.00**
***Connecticut Out-of-State Shipper's Permit for Alcoholic Liquor**	$100.00 +	$ 90.00 =	**$ 190.00**
Out-of-State Shipper's Permit for Beer	$100.00 +	$1250.00 =	**$1350.00**
***Connecticut Out-of-State Shipper's Permit for Beer**	$100.00 +	$ 90.00 =	**$ 190.00**
Out-of-State Winery Shipper's Permit for Wine	$100.00 +	$ 315.00 =	**$ 415.00**

*Only Connecticut Wholesalers or an applicant for a Connecticut Wholesaler permit may apply for a Connecticut Out-of-State Shipper permit

⇨ Return the completed application, appropriate documentation and fee to:

License Services Division
Department of Consumer Protection
165 Capitol Avenue
Hartford, CT 06106