

Your document checklist

Everything that travels with your application, and where each one comes from.

This list is built from your own answers. If you answered Yes to something the state wants proof of, it is here. Tick each one as you get it.

In the packet already

- ☐ Section 3 personal information sheet for Sample Owner (portal upload 1)
- ☐ Section 4, description of premises (portal upload 2)
- ☐ Section 5, the approvals page (portal upload 3)
- ☐ Section 6, entity felony (portal upload 4)
- ☐ Section 9, the affidavit (portal upload 6)

Each of these still needs your part done first: the signatures, the notary, the boxes we left blank, and the agency sign offs. The cover sheet lists them.

You have to go and get these

- ☐ Your lease or deed, executed in the applicant name
 - Why: The application requires proof of your right to occupy the premises.
 - We do not read leases. That is a lawyer's job.
- ☐ A sketch of the premises
 - Why: Required with every application.
 - Ink or computer drawn, letter size paper. Not a blueprint.
- ☐ Your fingerprint receipt
 - Why: The portal names it as an upload example.
 - One per person who was printed.
- ☐ Your active Florida Division of Corporations registration
 - Why: The application is incomplete without an active registration for the applicant entity.
 - Check it at sunbiz.org before you file.

About the sketch

The sketch of the premises is a separate thing from the floor plan box inside Section 4. You need both.

- Drawn in ink, or on a computer.
- Letter size paper.
- Not a blueprint. They do not want architectural drawings.

What you do not need

The portal lists a surety bond form, ABT-6032, in the upload list on every application. The instructions scope it to manufacturers and wholesalers, so it does not apply to a retail license like yours. We left it off your list. If the portal insists on it, tell us and we will look again.

Liquor License Prep is a document preparation service, not a law firm, and does not provide legal advice.

We do not read your lease, your agreements, or your court records. We record that the form asks for them and leave a slot. What any of them means for your application is a question for a Florida licensed attorney.

SAMPLE