

**CITY OF CALHOUN
ALCOHOL LICENSE
REQUEST FOR MANAGER CHANGE**

CHECK LIST

- Application**
- Before the manager change application is submitted to City Hall the criminal history must be completed. The record request form (Exhibit A), along with an original social security card and photo id, must be taken to the Calhoun Police Department; 200 North Wall Street. Appointment must be made in advance by calling 706-629-1234. A \$71.25 fee is required for the background check and fingerprint cards payable at City Hall.**
- One document to prove the managers residential address – Must be Gordon County or adjacent county resident**
- \$25.00 fee**

**CITY OF CALHOUN, GEORGIA
ALCOHOL - BEER, WINE, LIQUOR
MANAGER CHANGE APPLICATION**

Business Name of Current License Holder Store address

Type of License

Prior Manager

Name of Proposed Manager

Manager's Date of Birth State and County of Birth Date of Obtaining Manager Position

Manager's Current Home Address County of Residence
(Must be a resident of Gordon County or adjacent county at the time of this application and remain a resident of Gordon County or adjacent county at all times while holding a license for sale of alcoholic beverages in the City of Calhoun.)

Business Phone Number Manager's Home Phone Number Length of Employment with Licensee

Name and Address of Nearest Relative

Oath:
"I solemnly swear that the above facts are true to the best of my knowledge and that I am actively participating in the management of the operation."

Witness

Signature

Notary Public

(City Use Only)
Council Date: _____ (Approved/Denied)

CONSENT FORM
“EXHIBIT A”

I hereby authorize the City of Calhoun Police Department to receive any criminal history record information pertaining to me that may be in the files of any state or local criminal justice agency in Georgia.

Full Name Printed

Address

Sex

Race

DOB

SSN

Signature

Signed before me this _____

day of _____, 20_____.

Notary Public

Please email results to Judy Craig at City Hall (jcraig@calnet-ga.net)