



Alcoholic Beverage Control - Special Temporary Local License

A special temporary ABC license may be issued for any regularly organized fair, exposition, racing association or other party. You must be a non-profit organization, racing association or political campaign function. If you are a for-profit individual or organization, the event must be part of a bona fide civic event or community-sponsored event.

First, complete a Temporary License Application from the Kentucky ABC website at abc.ky.gov or call (502) 564-4850. Email all required local forms included in this packet to the [Lexington ABC Office](#). A check sheet has been provided.

NOTE: Supporting documentation must include a criminal background check from each state the applicant has resided in during the past five (5) years. The background check(s) **MUST** be obtained from the approved list included in this packet.

Licensing Fees

LFUCG ABC TEMPORARY LICENSE (S)	FEE
Special Temporary license *includes liquor/wine/beer	\$166.66
Distilled Spirits And Wine Special Temporary Auction	\$100.00

LFUCG ABC licensing fees **MUST** be paid prior to the submission of an application. Refer to the fee table above to determine the licensing fees and complete the *Fee Payment Form*.





Alcoholic Beverage Control – Special Temporary License Form

Complete this form after submitting your online application to Kentucky ABC

State ABC information

State application number: Q - _____

Approval date: _____

Applicant information

Check the type of temporary license(s) for which the applicant is applying:

☐ Special Temporary License KRS 243.260

☐ Special Temporary Alcoholic Beverage
Auction License KRS 243.036

Business/company name: _____
(applicant's name, if sole proprietor)

DBA (Doing Business As): _____

Address of premises to be licensed: _____

City: Lexington State: KY Zip: _____ Premises phone: _____

County: Fayette Email: _____

Mailing address
(if different from above): _____

Contact person: _____ Contact phone: _____

Event information

Name of special event: _____

Period to be covered by license beginning (month) _____ (day) _____ (year) _____ through
(month) _____ (day) _____ (year) _____

**Cannot exceed 30 days*

Date(s) and time(s) of special event: _____

Does the applicant own the premises where the event will take place? ☐ YES ☐ NO

If **yes**, attach a copy of the deed. If **no**, attach a copy of the lease, permit, or letter of permission to use this property, signed by the applicant and the owner of the premises. The letter should also include the owner's name and contact information.



**Alcoholic Beverage Control Special Temporary License****Fee Payment Form**

Please submit this form along with a **certified check, cashier's check, or money order** payable to LFUCG to the Division of Revenue Office at 218 East Main St., Lexington, KY 40507. Payments can also be made online at lexingtonky.gov/abc

If you hand deliver this form, you will also have the option to pay in cash.

Name of Licensee or Company: _____

Business Name (DBA): _____

Name of Event: _____

Event Address: _____

Total Fees: \$_____

Leave blank- For Division of Revenue use only

Date: _____

Account #: _____

(Not applicable on Special Temporary licenses)

Amount collected: \$_____

Operator: _____





Criminal history / background checks

Applicants are required to submit a criminal background check from each state they have resided in during the past five (5) years.

State	Phone number	Website
Alabama	334-353-4340	http://background.alabama.gov/
Alaska	907-269-5767	https://dps.alaska.gov/Statewide/R-I/Background/Home
Arizona	602-223-2222	https://www.azdps.gov/services/public/records/criminal
Arkansas	501-618-8500	https://www.ark.org/criminal/index.php
California	916-210-6276	https://oag.ca.gov/fingerprints/record-review
Colorado	303-239-4208	https://www.cbirecordscheck.com/
Connecticut	860-685-8480	https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Forms
Delaware	302-739-5901	https://dsp.delaware.gov/obtaining-a-certified-criminal-history/
Florida	850-410-8109	https://cchinnet.fdle.state.fl.us/search/app/default?0
Georgia	404-244-2639	https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions
Hawaii	808-587-3279	https://ecrim.ehawaii.gov/ahewa/
Idaho	208-884-7159	https://isp.idaho.gov/bci/background-checks/
Illinois	815-740-5160	http://www.isp.state.il.us/crimhistory/chri.cfm
Indiana	317-233-2010	http://www.in.gov/ai/appfiles/isp-lch/
Iowa	515-725-6066	https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms
Kansas	785-296-2454	http://www.kansas.gov/kbi/criminalhistory/
Kentucky	502-573-1682	https://kycourts.gov/aoc/criminalrecordreports/Pages/default.aspx
Louisiana	225-925-6096	https://ibc.dps.louisiana.gov/
Maine	207-624-7240	https://www5.informe.org/online/pcr/
Maryland	410-764-4501	http://www.dpscs.state.md.us/publicservs/bgchecks.shtml
Massachusetts	617-660-4600	https://www.mass.gov/criminal-record-check-services
Michigan	517-241-0606	https://apps.michigan.gov/
Minnesota	651-793-2400	https://dps.mn.gov/divisions/bca/Pages/background-checks.aspx
Mississippi	601-987-1212	https://www.dps.ms.gov/investigation/criminal-information-center
Missouri	573-526-6312	https://www.machs.mo.gov/MocchWebInterface/home.html
Montana	406-444-3625	https://dojmt.gov/enforcement/background-checks/
Nebraska	402-479-4971	http://www.nebraska.gov/clickBackground/
Nevada	775-684-6262	https://rccd.nv.gov/
New Hampshire	603-223-3867	https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/
New Jersey	609-882-2000 ext. 2918	https://www.njsp.org/criminal-history-records/
New Mexico	505-827-9181	https://www.dps.nm.gov/top-links-for-nm-residents/fingerprinting-and-background-checks
New York	212-428-2943	https://www.criminaljustice.ny.gov/ojis/recordreview.htm
North Carolina	919-890-1000	http://ncsbi.gov/Services/Background-Checks.aspx
North Dakota	701-828-5500	https://attorneygeneral.nd.gov/public-safety/criminal-history-records/requesting-criminal-history-record-check





Ohio	740-845-2000	https://www.ohioattorneygeneral.gov/Individuals-and-Families/Consumers/Requesting-Your-Own-Criminal-Records
Oklahoma	405-848-6724	https://osbi.ok.gov/services/criminal-history
Oregon	503-378-5470	https://www.oregon.gov/dhs/business-services/chc/Pages/index.aspx
Pennsylvania	888-783-7972	https://epatch.state.pa.us/Home.jsp
Rhode Island	401-274-4400	http://www.riag.ri.gov/BCI/index.php
South Carolina	803-737-9000	https://catch.sled.sc.gov/
South Dakota	605-773-3331	https://atg.sd.gov/LawEnforcement/Identification/backgroundcheckrequirements.aspx
Tennessee	615-744-4057	https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html
Texas	855-481-7070	https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/
Utah	801-965-4445	https://bci.utah.gov/criminal-records/
Vermont	802-241-5320	https://secure.vermont.gov/DPS/criminalrecords/
Virginia	804-674-2131	https://www.vsp.virginia.gov/CJIS_Criminal_Record_Check.shtm
Washington	360-534-2000	https://www.wsp.wa.gov/crime/criminal-history/
West Virginia	304-746-2170	https://www.wvsp.gov/Criminal%20Records/Pages/default.aspx
Wisconsin	608-266-7314	https://recordcheck.doj.wi.gov/
Wyoming	307-777-7181	http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/criminal-records-section/criminal-history-checks





Application Review Process

A complete Special Temporary License Application not received **at least** 14 business days prior to the event date cannot be guaranteed approval.

Completed Packet Checklist

Make sure you include the following items in your packet to the local ABC office for review:

- ☐ Description of the event and any promotional material used to advertise the event
- ☐ Lexington ABC Special Temporary License Form
- ☐ 501(c) documentation or Civic Event letter from Mayor's office
- ☐ Criminal background check(s) from the approved list provided in this packet
- ☐ Articles of incorporation / partnership papers / organizational papers
- ☐ Deed / lease / permit allowing use of the location
- ☐ Fee payment form

