



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

MICHELLE H. SEAGULL | COMMISSIONER

November 15, 2022

From the Office of M. Caitlin S. Anderson
Liquor Control Division Director

RE: Guest Book Waiver Requests

Liquor Control has a new online process for submitting a guest book waiver request.

You can now submit a guest book waiver request through your [current e-License credential account](#). Using the online process will expedite the review and acknowledgment of your request. Emailed, mailed, and faxed guest book waiver requests will no longer be accepted or considered.

Steps to complete a guest book waiver request:

1. Go to <https://elicense.ct.gov>.
2. Log into your active credential's account with your existing user ID and password. **(You must use the credential given to you when your permit was issued and that is used for renewals; do not create a new user ID. You may look up the username and/or password using the email address that this message was sent to.)**
3. Once logged in, scroll down to "More Online Services," and then click "License Maintenance."
4. Select the credential that requires a guest book waiver and click "Start."
5. From the drop-down menu, select "Guest Book Waiver Request" and complete the submittal process.
6. Once the guest book waiver request is submitted properly, you will receive an email from the Department acknowledging the request. The email will be sent to the email address on file in the eLicense account. Upon receipt of the email, your guest book waiver request is complete and approved. Save a copy of this email for your records.

In order to submit a guest book waiver request, you must know the following information: the date of the event, the type of event (e.g., party, billiards tournament, fundraiser, etc.), whether this event is sponsored by the club or a member, and the anticipated number of members and guests who will attend. You may only submit a request for one date at a time.

If you have any questions on this new process, please contact the Liquor Control Division by email at dcp.liquorcontrol@ct.gov.

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