

Follow these steps to apply online for a new Liquor permit

STOP:

- We recommend using a desktop or laptop computer; webpages may not display properly on a tablet or mobile device.
- If you are renewing an existing permit, do not follow these instructions. Instead, visit the Department's [renewal website](#) to learn how to log into your account.
- You must know what permit you are applying for before you begin. Visit [Liquor Control's website](#) for more information about permit types or take our [permit identifier quiz](#) to help guide you to the proper permit.

1. Navigate to www.eLicense.ct.gov.

2. Select the "Register" link to create a new account.

The screenshot shows the eLicense.ct.gov website. At the top, there are 'Login' and 'Register' buttons. A blue arrow points to the 'Register' button. Below the navigation bar, there is a 'Welcome' message with the following content:

Access Your Account

Account | **Fast Track Renewal**

User ID

Password

Log In

Don't have an account? [Register](#)
Forgot Password? [Forgot User ID?](#)

Welcome

- Select **ONLINE SERVICES** for a list of available services.
NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.

LICENSE RENEWAL:

- To access your account, enter your User ID and Password. [Step-by-Step Instructions](#).
- First time users MUST validate an active email address.
- DO NOT REGISTER A NEW ACCOUNT TO RENEW.

FAST TRACK RENEWAL:

- Check your renewal notification for availability.
- To access, click the gray Fast Track Renewal tab. [Step-by-Step Instructions](#).
- Allows access to online renewal only.

- All applicants MUST register if this is a first time application
- Select the "Register" link and create a new account.

FILING A COMPLAINT:

- Logging in is optional, but allows you to save your complaint
- Select the "File a Complaint" link.

QUESTIONS:

- For all inquiries, please [email the appropriate agency listed below](#).

3. Select to register as an “Individual” or “Business.”
 - Register as the individual or business to whom the credential will be issued to.
 - **NOTE:** Nearly all liquor applications require registration as a “business.” The only application requiring “individual” is the Temporary Auctioneer Permit. For example, unless you are acting as a sole proprietor, if you have an LLC or INC, you should register this account as a business.
4. Answer “Has the individual or business ever had any prior licensing interaction(s) with any of the following state agencies?”
 - If you select YES to this question, you will be directed to find your existing account.
 - **IMPORTANT:** If you use your existing account, the system will automatically input information from your existing account into your new liquor application. Only use your existing account if you are applying for a liquor permit that will have the same business name and information as the existing account.
 - If you select NO to this question, you will proceed with the online registration process and create a new account.

Register new Account

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

Individual
 Business

Note: Register as the Individual or Business to whom the credential will be issued.

****PLEASE READ****

- You will **not** be able to reinstate, renew or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:

- Department of Public Health
- Department of Consumer Protection
- Department of Agriculture
- Department of Developmental Services
- Office of Early Childhood
- Office of the State Fire Marshal

Yes
 No

5. Under “Account Information,” complete the required fields to set up your account, including User ID, password, and email.
 - Choose an email address checked frequently. This will be the primary way the Department communicates with you about your application and about your liquor permit once issued.
 - Maintain the User ID and password safely for future use. This will be the account used to manage your liquor permit.
 - **NOTE:** If you would like an attorney or consultant to receive information about your application, you can enter their contact information when you fill out the application. *Do not enter that information here.*

The screenshot shows a registration form titled "Registration" with a blue header. Below the header is the "Account Information" section, which includes a note that an asterisk (*) denotes required fields. The form contains four input fields:

- *User ID: A text box with the placeholder "Create Online User ID".
- *Email: A text box with the placeholder "Enter Email Address".
- *Password: A text box with the placeholder "Enter Password".
- Confirm Password: A text box with the placeholder "Re-enter password".

6. Under “Personal information,” enter the information about your Backer entity.
 - The liquor permit will be issued to the Backer and belongs to the Backer. The Backer is the legal entity that owns the business and is running the business. (A legal entity is a corporation, a partnership, a limited liability corporation, or a trust, for example.)
 - **NOTE:** The public address/ mailing address entered should be the address where your backer entity is established for all tax and business purposes; it may be different from your permit premise address where you want to sell/serve alcohol.

The screenshot shows the "Personal Information" section of a form. At the top, there is a "Business Name" field. Below this are two columns: "Public Address" and "Mailing Address". A checkbox labeled "Same as Public Address" is located between the two columns. Each column contains the following fields:

- Attention: A text box with the placeholder "Attn.".
- Address: Two stacked text boxes with the placeholder "Enter Address".
- City: A text box with the placeholder "Enter City".
- State: A dropdown menu currently set to "Connecticut".
- Country: A dropdown menu currently set to "UNITED STATES".
- Zip: A text box with the placeholder "Enter Zip".
- Phone Number: A text box with the placeholder "Enter Phone Number".
- Cell Phone: A text box with the placeholder "Enter Mobile Number".

7. Complete the “Captcha Verification” and click “create account.”

Captcha Verification

Please note that this code is case sensitive.



0:00 / 0:08

Enter Code*

Create Account

8. Before proceeding, you must verify the email that was sent to your email account.

Logout

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

There is currently 1 issue with your account.
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID: [Change User ID](#)

E-mail: [Change Email](#)

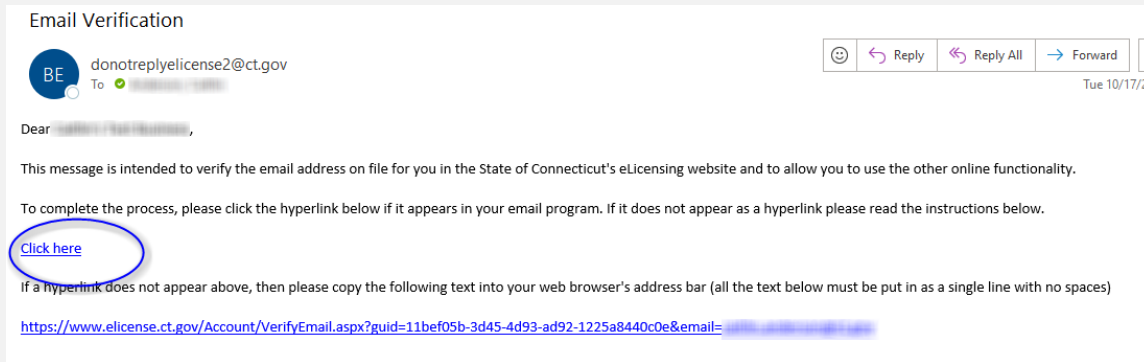
Your account or new email address has not yet been verified.
You have been sent a verification email by the system to your email address of record.
You may have to check your SPAM filter. Click on the link provided in the email.
Once clicked you will be returned to your account and provided access.

If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you.
Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.

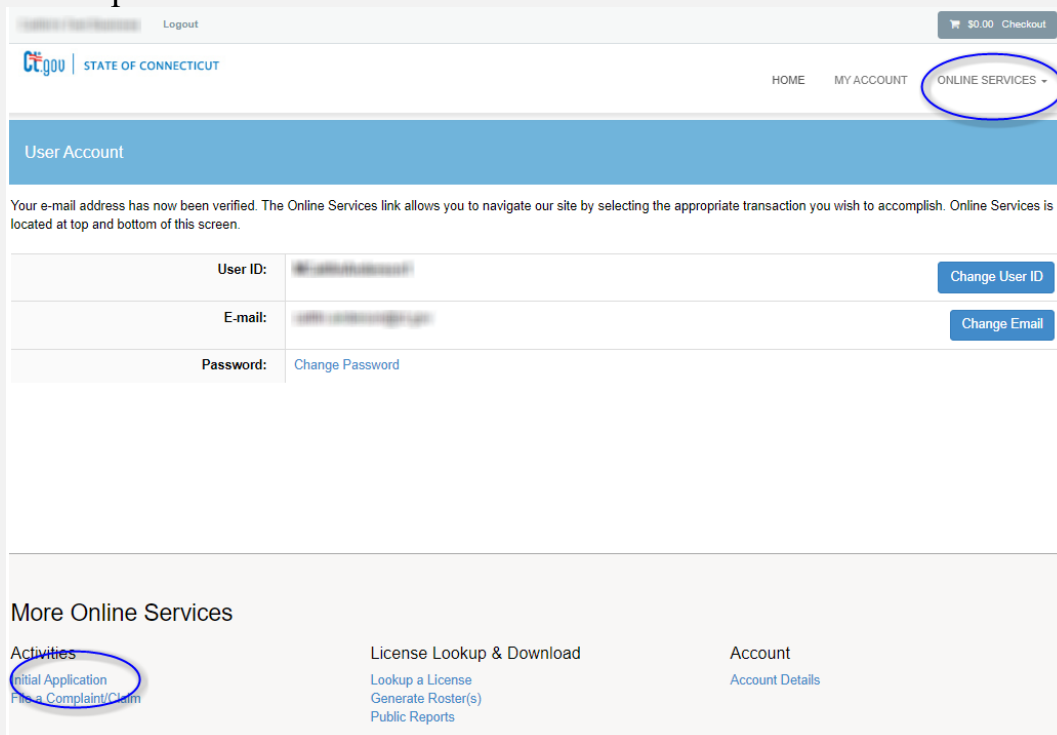
Password: [Change Password](#)

9. This is the email you will receive in your email inbox. Select “Click here” to verify your email address and continue with the initial application.

- If you do not receive an email within 1-5 minutes after creating your account, check your junk and spam folder.



11. Your email address has been verified. You can now apply for your liquor permit. In the lower left-hand corner of the screen, select “Initial Application” or, in the top right of the screen, select “Online Services” and then “Initial Application” from the drop down menu.



12. To view the application, expand the “Liquor Control” Category and select the application you wish to start. If your account is registered incorrectly, you’ll receive the error message noted below on the right.

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types, then select “Start” for the License/Certification you wish to apply from the list:

- All
- Public Health Practitioners
- Accountancy
- Adult-Use Cannabis
- Agriculture
- Amusement Permits
- Appearance Enhancement
- Bedding Permits
- Charities & Solicitation
- Cranes, Hoisting, and Demolition
- Department of Banking
- Developmental Services
- Drug Control
- Emergency Medical Services
- Environmental Health Practitioners
- Food Permits
- Gaming
- Home Contractors
- Liquor - Retail Permits**
- Liquor - Other Business Permits
- Medical Marijuana
- Medication Administration

For Individual Applicants

If the license, permit or registration you wish to apply for does not have a blue “START” link and states: *Business License types can only be held by Organizations, your account is registered as an Individual*, log out and **create a new account as a Business** and not an Individual account.

Start
Business License types can only be held by Organizations, your account is registered as an Individual

For Business Applicants

If the license, permit or registration you wish to apply for does not have a blue “START” link and states: *This license type can only be held by Individuals, your account is registered as an Organization*, log out and **create a new account as an Individual** and not a Business account.

Start
This License type can only be held by Individuals, your account is registered as an Organization

13. Click on the blue “start” button for the application you want to apply for.

Liquor - Retail Permits


	License	Board
Start	APPLICATION FOR ON-PREMISE LIQUOR (LIQ-ON)	Liquor Control Division
Start	FESTIVAL LIQUOR PERMIT (LFP)	Liquor Control Division
Start	TEMPORARY AUCTION PERMIT (LAU)	Liquor Control Division
Start	TEMPORARY NONCOMMERCIAL LIQUOR PERMIT (LTN)	Liquor Control Division
Start	TRANSPORTER LIQUOR (LTR)	Liquor Control

14. You may now begin filling out the application. Below is the first screen you will see.

Before you begin - Application Confirmation

Before you begin - Application Confirmation

Fields marked with an asterisk * are required.

 Pursuant to Public Act 18-40, the application fee of \$100.00 is non-refundable and non-transferable. The permit fee is refundable.


What You Should Know Before You Begin:

- This application should not be used to reinstate or renew an existing permit. Contact dcp.online@ct.gov for further instructions.
- Please be sure you are not submitting a duplicate application for a permit you already hold or one that is pending. You can verify pending applications by searching the applicant's name at <https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx>
- Please be sure you have read all instructions and requirements regarding eligibility before submitting this application.
- The fee which accompanies an application covers the cost of reviewing and processing that specific application, it cannot be refunded, even if the applicant is found ineligible.

1. Do you understand and agree to these terms and wish to proceed with this application?

* Yes No

15. To navigate to the next question throughout the application, you must always hit the “Next” button at the bottom of the screen. Alternatively, you can “Close and Save” your application.

 Pursuant to Public Act 18-40, the application fee of \$100.00 is non-refundable and non-transferable. The permit fee is refundable.

What You Should Know Before You Begin:

- This application should not be used to reinstate or renew an existing permit. Contact dcp.online@ct.gov for further instructions.
- Please be sure you are not submitting a duplicate application for a permit you already hold or one that is pending. You can verify pending applications by searching the applicant's name at <https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx>
- Please be sure you have read all instructions and requirements regarding eligibility before submitting this application.
- The fee which accompanies an application covers the cost of reviewing and processing that specific application, it cannot be refunded, even if the applicant is found ineligible.


Previous Next Close and Save


16. If you “Close and Save” your application, simply log back into your eLicense account when you are ready to work on your application again. Go back to “Online Services” in the top right of the screen and select “Initial Application” from the drop-down menu. On the next screen, you’ll see what applications you have in progress at the top. Click the link and then the “continue” button. Example screen shot below.


Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types, then select "Start" for the License/Certification you wish to apply from the list:

[Liquor - Retail Permits \[In Progress\]](#) 

[All](#) 

[Liquor - Retail Permits \[In Progress\]](#) 

	Completed	Board	License
Delete Continue	1/72 (1%)	Liquor Control Division	APPLICATION FOR ON-PREMISE LIQUOR (LIQ-ON)

17. Read all instructions carefully and answer all questions. Answer all required questions truthfully, to the best of your knowledge. You'll be required to upload supporting documentation and forms as part of your application. It is best to have those ready to upload, but the application contains links to some of those forms and documents, too. Incomplete applications can result in delays. Information specific to the application you are applying for can be found on [Liquor Control's website](#).

18. After you finish answering all the questions, you will be taken to a review screen. Once you have reviewed all the information and are ready to submit your application, click "Add to Invoice" in the bottom left of the screen. This will allow you to pay the non-refundable application fee.

APPLICATION FOR ON-PREMISE LIQUOR (LIQ-ON)

of Local Officials

Review Print Review

Before You Begin - New Haven Requirement

Fees

Application Fee	\$100.00
Total Fees:	\$100.00

Permit Selection

Before you begin - Application Confirmation

1. Do you understand and agree to these terms and wish to proceed with this application?

Yes

Permit - Cafe Food Options

Before You Begin - Liquor Permit Type Determination

This application is for on-premise liquor permits, which allows your customers to consume alcohol at your business (for example, like a restaurant or a bar). We have many different types of on-premise permits.

If you do not already know which permit you want, please visit our [On-Premise Permit Page](#) for more information, including a [quiz](#) to help guide you to the proper permit and charts that summarize our on-premise permit options. We additionally have old paper copies of the application and forms; the questions asked in those paper forms are similar to the questions you'll encounter as you complete this online application. Reviewing those items might help you collect the information you need for this application.

Permit - Food Qualifications

Permit - Public Health

Before You Begin - Backer Account Confirmation

A. What is a Backer?
This liquor permit will be issued to the Backer and belongs to the Backer. The Backer is the legal entity that owns the business and is running the business. (A legal entity is a corporation, a partnership, a limited liability corporation, or a trust, for example.)

The Backer used for this application must match the entity listed on: (1) the lease for your location, (2) the Sales and Use Tax permit issued by Revenue Services, and (3) the registration with the Secretary of the State's Office. (If you are a sole proprietor and own 100% of the business, you may use your first and last name as your business name or you may use the legal entity you created.)

B. eLicense Account Requirements
To complete this application, you must be signed into eLicense using an account registered to the Backer. In other words, when you set up the eLicense account, you should have selected the "business" option instead of the "individual" option and used the name and address of your business. You may create another account if needed and then restart this application.

Permit - Seasonal Request

Permit - Seasonal Date Request

Permit - Provisional Request

Previous **Add to Invoice** Close and Save

19. The next screen will confirm that you have successfully added the invoice to your account. You may now click “Pay Invoice” to pay for the initial application fee of \$100.

Customs Tax Business Logout \$100.00 Checkout

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HOME MY ACCOUNT ONLINE SERVICES ▾

Invoice Pay Invoice Print

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

**State of Connecticut
Invoice Transaction Summary
Online Licensing, Credentials, and
Certifications**

Invoice Date: 10/17/2023
Invoice #
[REDACTED]

Customs Tax Business
[REDACTED]
[REDACTED]

Description	Amount
Application - APPLICATION FOR ON-PREMISE LIQUOR - Customs Tax Business	
Application Fee	\$100.00
Subtotal:	\$100.00
Total:	\$100.00

Pay Invoice

20. If you have mistakenly entered the payment screen and would like the option to go back to correct information or upload a missing document in your application, on the fee payment screen, simply click the little trash can icon to clear the fees. Doing so will take you back to the content of your in progress application where changes and updates can be made.

The screenshot shows the 'Invoice' page on the State of Connecticut's online services portal. The page header includes the 'ct.gov' logo, 'STATE OF CONNECTICUT', and navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. A shopping cart icon shows '\$100.00' and a 'Checkout' button. The main content area features a blue header with the word 'Invoice' and a 'Print' button. Below this, there is a section for 'Invoice # 10/17/2023' and 'Invoice # 0010001'. A message box on the left states 'This item was successfully added to the invoice' and provides instructions on how to pay the invoice or add more transactions. The main table lists the invoice items:

Description	Amount
Application - APPLICATION FOR ON-PREMISE LIQUOR - Liquor Tax Business	
Application Fee	\$100.00
Subtotal:	\$100.00
Total:	\$100.00

A trash can icon is circled in blue next to the 'Application - APPLICATION FOR ON-PREMISE LIQUOR' row. Another trash can icon is circled in blue at the bottom of the page.

21. Enter the credit card or check draft (eCheck) information, name, address, telephone number, email address and click the green “Submit Payment” at the bottom of the screen.

- If you are experiencing payment issues, please see our [Frequently Asked Questions \(FAQ\) Page](#).

Invoice Payment

Total: \$100.00

Payment Type: Credit Card Check Draft

Account Owner:

Credit Card Type:

Card Number:

Expiration Month / Year:

CVV Code:

First Name:

Last Name:

** State: Connecticut

** Zip: 06103

** Country: UNITED STATES

** Phone:

** E-mail Address:

Note: This email is used for sending a copy of your receipt.

Submit Payment

22. Once the transaction is complete, you will receive an “Approved” message. Click “Print Receipt” if you need a copy for your records.

- Additionally, an email confirmation will be sent to the email address given to confirm your payment.

Payment Receipt

State of Connecticut
Online Enterprise Licensing Site

Date: Invoice #: Confirmation #:

Approved!

You have been charged \$100.00. Please print a copy for your records from the button above.
This receipt is not a license or an authorization to do business.

Description	Amount
Message: <input type="text"/>	
Message: <input type="text"/>	
Subtotal:	\$100.00
Total:	\$100.00
Amount Paid: (\$)	\$0.00
Amount Due:	\$0.00

23. Please allow the Liquor Control Division a minimum of two weeks to begin reviewing your application. You will be notified by email once your application has been successfully logged into the licensing system.

24. If you have any questions, please contact DCP.LiquorControl@ct.gov or call 860-713-6200.