

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

NOTICE TO ALCOHOL LICENSE HOLDERS

RE: 2027 ALCOHOL LICENSE RENEWAL – ANNUAL BACKGROUND CHECK REQUIREMENT

Dear Alcohol License Holder:

The DeKalb County Business License Division is providing this notice regarding an important requirement for the upcoming annual alcohol license renewal period.

Effective with the upcoming renewal cycle, **an annual background check will be required as part of the alcohol license renewal process for applicable individuals.**

A \$50 annual background check fee will apply. This fee must be paid directly to the DeKalb County Police Department and is separate from any applicable alcohol license renewal fees paid to the Business License Division.

Renewal Requirements

Alcohol license holders should be prepared to:

- Complete the required annual background check;
- Pay the **\$50 background check fee directly to the DeKalb County Police Department;**
- Submit all required renewal forms and supporting documentation to the Business License Division;
- Ensure that all information provided is complete and accurate; and
- Satisfy all applicable renewal requirements within the established renewal period.

Important Information Regarding the Background Check Fee

The **\$50 background check fee is not paid to the Business License Division.** The fee must be submitted directly to the **DeKalb County Police Department** in accordance with its established background check procedures.

License holders should retain proof of payment and any documentation provided by the Police Department as part of the renewal process.

Avoid Processing Delays

License holders are encouraged to begin the renewal process early and carefully review all renewal instructions and requirements. Failure to complete the required background check, pay the applicable fee, or submit required documentation may result in **delays in processing the alcohol license renewal**.

Additional information regarding renewal deadlines, background check procedures, payment instructions, required documentation, and submission requirements will be provided by the DeKalb County Business License Division.

Please retain this notice for your records and monitor communications from the Business License Division for additional information regarding the upcoming alcohol license renewal period.

Thank you for your attention to this requirement and for your continued compliance with DeKalb County's alcohol licensing requirements.

Sincerely,

DEKALB COUNTY GOVERNMENT
Business License Division
Alcohol Licensing Unit