



Department of Commerce

Division of Liquor Control

Division Use Only:
Check #:
Check Amount:
# of Checks:

Application for S-1 or S-2 Permit
Sale of Beer or Wine Direct to a Personal Consumer via Mail Order

Ohio Revised Code 4303.232 or 4303.233

READ BEFORE YOU START YOUR APPLICATION

For your application to be deemed complete, you must fully and legibly complete this application, including:

- Answering all required questions ("\*" indicates a required field);
• Paying all the required fees listed below; and
• Submitting any additional required forms listed below.

SECTION A - General Questions

1. \* What product(s), regardless of where the product is made, does the applicant intend to direct ship to Ohio consumers (select all that apply)?
[ ] Beer [ ] Winery producing under 250,000 gallons [ ] Winery producing 250,000 gallons or more

2. \* Does the applicant make the product(s) selected above?
[ ] YES [ ] NO

\*\*\*If NO to Q.2. above STOP as you do not qualify to hold an S-1 or S-2 permit.

3. \* Is the product(s) the applicant makes and wants to direct ship already registered for sale in Ohio?
[ ] YES [ ] NO

a. If YES, provide the name and Ohio permit or supplier # of the entity that registered the product in Ohio?

\*\*\*If the entity that registered the product labels loses its supplier or permit holder status in Ohio, then the applicant must register the labels, including, if applicable, register as a supplier for those products made outside of Ohio.

b. If NO, then the applicant needs to register the product, and either be the Ohio licensed manufacturer (A-1, A-1c, A-2, or A-2f permit holder) or registered supplier (See Ohio supplier application).

4. \* List the product(s) that you intend to direct ship to Ohio consumers (NOTE If the applicant decides to direct ship additional products, beyond those listed below, the applicant must email a list of those products to liqbeerandwine@com.ohio.gov:

Four horizontal lines for listing products.





**SECTION G – Required Information for application to be deemed complete or the application WILL BE RETURNED**

1.  Meet the statutory requirements for the applied permit (see Ohio Revised Code [4303.232](#) or [4303.233](#)).
2.  Submit the non-refundable \$100 application processing fee.
3.  Submit the applicable permit fee(s) (see Section F above) and ensure the:
  - payment is by check or money order (NO CASH) and made payable to "Treasurer, State of Ohio",
  - payment is signed,
  - numeric amount listed matches the written amount, and
  - applicant listed in Section B is in the memo line (if different than contact information printed on payment).
4. Submit confirmation of [Ohio Secretary of State](#) Filing (web print outs are acceptable) based on entity type:
  - Corporation – Certificate of Good Standing or Certificate of Authority to Do Business in Ohio
  - LLC – Certificate of Organization or Certificate of Authority to Do Business in Ohio
  - Partnership – Certificate of Good Standing, Fictitious Name or Authority to Do Business in Ohio
  - N/A – applicant is a Sole Proprietor
5.  Submit a current copy of your Federal Basic Permit issued by the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB). Visit <https://www.ttb.gov/> for more information on how to obtain a federal permit.
6.  Executed Power of Attorney Agreement (must submit an executed power of attorney if you are signing this document on behalf of another person or company).
  - N/A
  - N/A – Already on File

**SECTION H – Certification of Form**

**\*Must be completed by the applicant or you provided an executed power of attorney with this application.**

By signing below, I certify and understand that:

- I have the authority to execute this document;
- The information provided is true, correct, and complete to the best of my knowledge and belief;
- Failing to complete this application, consistent with the above listed instructions, will result in this application being returned to me, unprocessed, until a corrected, complete application is received by the Division;
- I must notify the Division if I decide to direct ship additional products beyond those disclosed in this application; and
- During the review of this application further documentation or actions may be needed and my failure to timely comply could delay the processing of my application.

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Submit the application, fees, and required forms to:  
Ohio Department of Commerce – Division of Liquor Control  
c/o Beer & Wine Section  
6606 Tussing Road  
Reynoldsburg, OH 43068-9005

For Questions call (614) 644-2411  
Or email [fileinquiry@com.state.oh.us](mailto:fileinquiry@com.state.oh.us)  
Office Hours: 8:00 a.m. - 5:00 p.m. (EST)