



**K A N S A S**

JOAN WAGNON, SECRETARY

MARK PARKINSON, GOVERNOR

DEPARTMENT OF REVENUE  
ALCOHOLIC BEVERAGE CONTROL

### **CHECKLIST – LICENSEE MOVE REQUEST**

If you plan to move to a new location, you are required to request **permission and receive approval from ABC to move before you relocate (30 days notice is preferred)**. **The request must be signed and notarized per KSA-41-315 & 41-2627, KAR 14-13-6.**

To help ensure a timely move to your location, the ABC is providing you with this checklist.

Attach all requirement documents to this checklist and mail to:

**Alcoholic Beverage Control**  
Attn: Licensing Supervisor  
915 SW Harrison St. Rm 351  
Topeka, KS 66625-2073

- Are you current with your liquor tax payments and returns?
- Do you have any outstanding ABC fines? (to check, please call 785-296-7015 and select option 1)
- Provide a new diagram for the new location
- Provide a new zoning form for the new location
- Provide a lease for the new location

ABC Licensing will verify that your bond information is still accurate.

ABC Licensing will advise you when to mail in your liquor license and excise or enforcement tax certificate for your current location

If you have questions, please call ABC Licensing at 785-368-8222 (select option 5 (listen briefly then select option 4))

DOCKING STATE OFFICE BUILDING, 915 SW HARRISON ST., TOPEKA, KS 66625-2073  
Voice 785-368-8222 Fax 785-291-3968 <http://www.ksrevenue.org/>