



EMPLOYEE REGISTRATION INSTRUCTIONS

WHO IS REQUIRED TO COMPLETE THIS FORM?

Pursuant to K.S.A. 41-308a(g)(4), K.S.A. 41-308b(g)(4), K.S.A. 41-713 and K.S.A. 41-2610, Kansas Farm Wineries, Microbreweries, Retailers, Drinking Establishments, Hotels, Class A Clubs and Class B Clubs must register their employees.

WHAT EMPLOYEES DO I NEED TO REGISTER?

Off-Premise Licensees.

Kansas Retailers, Farm Wineries and Microbreweries must register **all employees including managers, supervisors and owners**. All employees must be 21 years of age, not have been convicted of a felony and cannot be employed by a licensed distributor or be the spouse of an employee of a licensed distributor.

K.A.R. 14-13-5, K.S.A. 41-308a(g)(4) and K.S.A. 41-308b(g)(4).

On-Premise Licensees.

Drinking Establishments, Hotels, Class A Clubs, Class B Clubs and Caterers must register **all employees who are involved in the mixing, selling, serving or dispensing of alcoholic liquor including managers and/or supervisors who are in charge of the daily operations or supervise employees who serve, mix or dispense alcoholic liquor. Employees who are required to be registered cannot have been convicted of a felony, any crime involving a morals charge, convicted within the previous two years of a violation of any intoxicating liquor law of Kansas, or who is an employee of a manufacturer, distributor, retailer or officer, agent or employee of the same.**

K.A.R. 14-21-9, K.A.R. 14-20-26, K.A.R. 14-22-9 and K.A.R. 14-19-24, K.A.R. 14-21-1, K.A.R. 14-21-9.

DO NOT REGISTER: Cooks, Greeters, Janitors, Security, Door Persons or Bus Persons unless they are involved in the mixing, selling, serving or dispensing of alcoholic liquor.

WHEN SHOULD I COMPLETE AND SUBMIT THIS FORM?

1. Submit a *complete list* of applicable employees when you apply for a new license and when you renew your existing license.
2. Submit this form for each new employee. All new employees must be registered within five (5) days after the employee begins work. **Do not** submit all employees when you are adding a new employee.

INSTRUCTIONS TO COMPLETE THE EMPLOYEE/VOLUNTEER REGISTRATION INFORMATION:

Section 1 – Licensee Information:

1. Check your application type.
 - a. Check the “New Application” checkbox if you are applying for a new license.
 - b. Check the “Renew License” checkbox if you are renewing your license.
 - c. Check the “Add New Employees/Volunteers Only” checkbox if you are adding new employees/volunteers.
2. Enter the licensee DBA name, your license number, telephone and location address.

Section 2 – Employee/Volunteer Registration Information:

1. Additional Pages Attached
 - a. Check the “No” checkbox if you are submitting one page.
 - b. Check the “Yes” checkbox if you are submitting more than one page. Enter the page numbers in the space next to the “Yes” checkbox.
2. For **each** employee, enter the following information:
 - a. **SSN#.** Enter the employee’s Social Security Number.
 - b. **Last Name.** Enter the employee’s last name.
 - c. **First Name.** Enter the employee’s first name.
 - d. **MI.** Enter the employee’s middle initial.
 - e. **Gender.** Circle the gender of the employee. M=Male, F=Female.
 - f. **Date of Birth.** Enter the employee’s birth date. (MM/DD/YY)
 - g. **Driver’s License # or ID#.** Enter the employee’s license number or state issued identification number.
 - h. **State of Issue.** Enter the state that issued the employee’s drivers license or identification number.
 - i. **Position.** Circle the employee’s position. B=Bartender; W=Waitress/Waiter; C=Clerk or M=Manager
3. Sign the completed employee registration form, enter your title in the space provided and the date you signed the form. The owner or manager must sign the form.
4. Submit the completed form to the ABC. You may submit your form by fax to the number on the form or mail to the address on the form. E-mail is preferred at ABC_Licensing@kdor.state.ks



KANSAS DEPARTMENT OF REVENUE
ALCOHOLIC BEVERAGE CONTROL DIVISION
 915 SW Harrison Street, Room 214
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 Telephone 785-296-7015 Fax 785-296-7185

EMPLOYEE REGISTRATION

SECTION 1 – LICENSEE INFORMATION		
<input type="checkbox"/> New Application ¹ <input type="checkbox"/> Renew Application ¹ <input type="checkbox"/> Add New Employees Only ²		
Licensee DBA Name	License Number	Telephone Number
Location Address	City	Zip Code
		E-mail Address

SECTION 2 – EMPLOYEE/VOLUNTEER REGISTRATION INFORMATION									
Additional pages attached: <input type="checkbox"/> No <input type="checkbox"/> Yes Page _____ of _____									
SSN #	FULL NAME OF EMPLOYEE/VOLUNTEER			GENDER (CIRCLE ONE)	DATE OF BIRTH	DRIVERS LICENSE # OR ID #	STATE OF ISSUE	POSITION (CIRCLE ONE)	DATE OF HIRE ³ (MM/DD/YY)
	LAST	FIRST	MI						
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				M F				B W C M	
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				M F				B W C M	
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I certify that the person(s) whose name appears on this form and any attachments is qualified to be employed in a licensed establishment. I further certify that when a new person is employed, the ABC Director will be notified within five days.

SIGNATURE OF LICENSEE OR MANAGER _____ TITLE _____ DATE _____

1 – New License or Renewal Applications: List all employees for your license type that work in the positions listed below. **Submit a complete list of employees only when applying for a new license or renewing your license.**
2 – Add New Employees: List new employees only within five (5) days after they begin work. **Do not** submit previously registered employees.
3 – Date of Hire – Enter the date of hire for new employees only.
On-Premise Licensees – Only list employees/volunteers who mix, serve, sell or dispense alcoholic liquor and their managers. **Positions: B=Bartender; W=Waitress/Waiter and M=Manager.**
Off-Premise Licensees – List all employees for new license or license renewal. **Positions: C=Clerk or M=Manager**