



COLAs Online

Verify Application

The Verify Application page allows users to view and edit all information entered before sending the application to TTB for processing. Figure 1, Figure 2, and Figure 3 detail the Verify Application page.

Figure 1: Verify Application (Top)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

Verify Application

[Step 1](#) | [Step 2](#) | [Step 3](#) | Verify Application

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

[edit step 1](#)

Type of Product: WINE
Source of Product: DOMESTIC
Type of Application: CERTIFICATE OF LABEL APPROVAL

[edit step 2](#)

Serial #: 12-2345

Contact Information
JANE SMITH
Phone Number: (202) 453-2000
Fax Number:
JANE.SMITH@TTB.GOV

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):
BWN-MA-5555
POM WINERY, LLC
5555 KEARN RD
NEEDHAM, MA 02492

DBA/Trade Name:
POM WINE

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Figure 2: Verify Application (Middle)

<p>Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV</p> <p>Plant Registry/Basic Permit/Brewers No (Principal Place of Business): BWN-MA-5555 POM WINERY, LLC 5555 KEARN RD NEEDHAM, MA 02492</p> <p>DBA/Trade Name: POM WINE</p> <p>Plant Registry/Basic Permit/Brewers No (Other):</p> <p>Brand Name: POM BRAND</p> <p>Fanciful Name: N/A</p> <p>Net Contents: 750 MILLILITERS</p> <p>Alcohol Content: 1 %</p> <p>Wine Appellation: N/A</p> <p>Wine Vintage: N/A</p> <p>Grape Varietal(s): N/A</p> <p>TTB Formula ID: (None assigned)</p> <p>Sulfite Analysis Submission ID: (None assigned)</p> <p>Lab No. & Date/Pre-Import No. & Date: N/A</p>	<p>edit step 3</p>
<p>Special Wording:</p>	

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Figure 3: Verify Application (Bottom)

edit step 3

Special Wording:
N/A

Labels:

File Name	File Size	Type	Dimensions
ttb_seal.jpg	16KB	Brand (front)	5 inches W X 5 inches H

Other Attachments:

File Name	File Size	Type
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Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TT B F 5100.31. Certificate/Exemption of Label/Bottle Approval.

I agree

Date of Application 03/06/2012 **Applicant Name** JANE SMITH

Submit application

or

Don't submit yet; save for 30 days

Cancel application << Previous

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V of the instructions for the TT B COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

Follow these steps to verify the information entered before submitting:

1. Select the **edit step 1** button to edit information before submitting or saving.

► **Note:** You cannot edit information in the Step 1: Application Type page for a submitted application in “Needs Correction” status. The **edit step 1** button will not be available in the Verify Application page when you select the [Make Corrections](#) link to make corrections to the submitted application.

2. Select the **edit step 2** button to edit information before submitting or saving.
3. Select the **edit step 3** button to edit information before submitting or saving.
4. To view an image attachment, select the image link.
5. To view an attachment, select the attachment link.
6. Select the “I agree” checkbox if you concur with the penalty of perjury statement.

► **Note:** You will not be allowed to submit the application if you do not select the “I agree” checkbox.

7. Select the **Submit application** button to send the application to TTB for processing.

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► **Note:** Only an External User can submit an application. The External Preparer/Reviewer User can only save an application (see next step) which can be submitted by an External User at a later time. See [Search for eApplications](#).

8. Select the **Don't submit yet; save for 30 days** button to save the application information for up to 30 days.

► **Note:** After 30 days, the saved application will be deleted.

9. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.