



DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
550 Main Street, Suite 8002  
Cincinnati, Ohio 45202

5020210

## IMPORTER (ALCOHOL) INFORMATION

As requested, we are enclosing the necessary forms for your use in applying for a permit to import alcohol products into the United States from a foreign country.

Application for Basic Permit Under the Federal Alcohol Administration Act, TTB F 5100.24, must be completed following the instructions attached to the form.

The application and supporting documents must be signed by someone with authority to do so. Where signature authority is granted by the bylaws, a resolution of your board of directors, partnership or operating agreement, or otherwise, submit two copies of such document; **or** you may submit TTB F 5100.1, Signing Authority for Corporate and LLC Officials, in duplicate.

Where signature authority is NOT granted by the bylaws, a resolution of your board of directors, partnership or operating agreement, or otherwise, submit TTB F 5000.8, Power of Attorney, in duplicate, as evidence of signature authority.

If an individual listed on the application is a citizen of a foreign country, or has lived in a foreign country within the last ten years, please complete the enclosed Personnel Questionnaire, TTB F 5000.9.

Importers must submit a contract or letter of intent to import alcoholic beverages, signed by a foreign supplier.

A legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone regarding the application must also be submitted.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you have contacted the State Historic Preservation Officer (see enclosed information).

The alcohol regulations can be found on our website [www.ttb.gov](http://www.ttb.gov). Click on "Code of Federal Regulations" under "Laws & Regulations" in the 'Information by Topic' area and select Part 1 for the basic permit requirements under the FAA, and Part 27 for the regulations to import distilled spirits, wines and malt beverages.

Please provide your daytime telephone number in Item 1 and your email address in Item 15 of the application in the event we need to contact you about your application. **An email address will enable us to notify you when we receive your application and possibly process your paperwork more quickly.** If you have any questions, please contact this office at 513-684-3337 or 1-877-882-3277.

## NEW IMPORTER (ALCOHOL) APPLICATION CHECKLIST

### *To be filed with the NRC (Cincinnati, Ohio)*

- Application for Basic Permit, TTB F 5100.24
- Signing Authority:
  - Two copies of either your bylaws, a resolution of your board of directors, partnership or operating agreement, or other document as evidence of signature authority; **OR**
  - Signing Authority for Corporate and LLC Officials, TTB F 5100.1; **OR**
  - Power of Attorney, TTB F 5000.8
- Personnel Questionnaire, TTB F 5000.9 (if applicable)
- Contract or Letter of Intent with Foreign Suppliers **for Importer Applications**
- A legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application
- Statement advising that the premises is covered under the National Historical Preservation Act (if applicable)

### *To be filed with IRS*

- Application for Employer Identification Number, Form SS-4