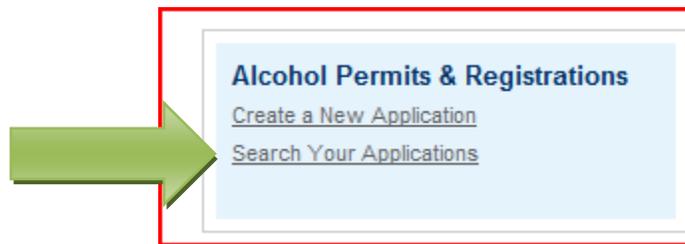


Permits Online

Copy my application?

If your application has been Abandoned or withdrawn you may use the “Copy Feature” within Permits Online to duplicate the application you originally submitted. This feature affords you the opportunity to review the application and make any necessary edits before submittal. To “Copy” your application, Log in to Permits Online and follow the general steps below:

- Use the “Search Your Applications” button to find your application



- Place a “checkmark” in the box next to the application tracking number you wish to Copy and then click the “Copy Record” link. **NOTE: You can only copy the “Initial Tracking Number” application, not the Tracking Number TTB gave you after Acceptance of your Initial Application.**



- You will see a screen showing sections of the application that will be duplicated. If you do not wish certain sections to be copied, simply remove the checkmark in the appropriate box and click the “Copy” button.

Copy Record

Available Sections (Information in the checked sections will be copied.)

- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Address | <input checked="" type="checkbox"/> Application-Specific Information |
| <input type="checkbox"/> Parcel | <input checked="" type="checkbox"/> Application-Specific Information Tables |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Education |
| <input type="checkbox"/> Licensed Professionals | <input type="checkbox"/> Continuing Education |
| <input checked="" type="checkbox"/> Contacts | <input type="checkbox"/> Examination |
| <input type="checkbox"/> Detail Information | <input type="checkbox"/> Valuation Calculator |
| <input type="checkbox"/> Additional Information | |

Please verify all information on the new record before submitting it.



- You will then be presented with the application information. You should review each page presented to you for accuracy and make any necessary edits. Click the “Continue Application” button at the bottom of each page of the application.

NOTE: You will be required to select a Method of Submission for each document listed in the “Statements and Documents” section.

STATEMENTS AND DOCUMENTS

Based on the answers that you have provided, TTB has compiled a list of supporting documents that you **MUST** submit in conjunction with this application. You **MUST** address **EACH** line item below by identifying how you will submit each document to TTB. **EVERY** document identified below must be received within 15 working days from the date you **SUBMIT** this application to TTB otherwise your application will be **ABANDONED**.

Hint: If you are submitting multiple versions of the same document (ex. POA for more than one individual) please use the **COMMENTS** field to provide a description to differentiate each document.

WARNING: Any information added within this Section will NOT be saved if you place the application in a Save and Resume Status. Therefore, we recommend you to wait to complete this section until you are ready to submit the application.

Contact TTB for more information or support about this section @ 1-855-TTB-PONL (1-855-882-7665) M-F 8am - 4pm EST.

* Document Type: 	Document Type if Other: 	Comments: 
<input type="text" value="Copy of Drivers License or Official State ID Ca"/>	<input type="text"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
* Method of Submission: 	Permit, Registry or Tracking Number if on file with TTB: 	
<input type="text" value="--Select--"/>	<input type="text"/>	



- After completing the “Statements and Documents” section, you will have the opportunity to review the application information one last time. After you have ensured the application contains accurate information click the “Continue Application” button. You will immediately receive an email stating TTB has received your application and be given an Application Tracking Number. You will also be presented a “Warning box” as below alerting you to print your cover sheet containing your Application Tracking Number to include with any additional required documents to be mailed or faxed to TTB.

Step 5 : Record Submittal



STOP! PRINT YOUR APPLICATION COVER SHEET USING THE BUTTON BELOW.

You have successfully submitted a Permits Online application to TTB, but your application may not be complete. Please use the application Cover Sheet to determine if all required supporting documents have been provided. In addition, please use the Cover Sheet if you are planning to mail or fax additional supporting documents to TTB.

TTB will consider your application abandoned after fifteen business days if all required supporting documents are not received.

Thank you for using TTB's Permits Online.

Your Tracking Number is WN-2013-00014.

You will need this number to check the status of your application. You will be notified via email that we have received your application. If you do not receive an email acknowledging receipt within 24 hours, please contact TTB at 1-855-TTB-PONL.