

# New Tobacco, Nicotine, or Vapor Product License Application

## Step by Step Instructional Guide

### Step 1: Start a New Application:

Log in to the system. From the top menu bar, move the cursor to 'New Applications/Requests.' Then select 'New Tobacco Applications/Requests' from the drop-down options then click 'Apply.'

The screenshot shows a web browser window with the URL [https://uat.abcportal.ky.gov/BelleExternal\\_Test/NewTobaccoVaporLicenseApplication/AddRequest](https://uat.abcportal.ky.gov/BelleExternal_Test/NewTobaccoVaporLicenseApplication/AddRequest). The page header includes the TEAM KENTUCKY logo and the text 'Alcoholic Beverage Control PUBLIC PROTECTION CABINET'. The top navigation bar contains several menu items: Home, Profile, New Applications/Requests, My Applications, My Licenses, My Reports, and Tobacco Citation Fines. The user is logged in as Jamar Carter. A dropdown menu is open under 'New Applications/Requests', showing 'New Alcohol Applications/Requests' and 'New Tobacco Applications/Requests'. The 'New Tobacco Applications/Requests' option is highlighted with a red circle. Below the dropdown, a card titled 'TOBACCO, NICOTINE OR VAPOR PRODUCT LICENSE' provides information about the license and includes an 'Apply' button, which is also circled in red. The footer of the page displays the URL and the text 'v1.0 © Commonwealth of Kentucky. All rights reserved'. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:20 PM on 10/31/2025.

**Step 2: Review Instructions:**

An instructions page will appear with details about the application process. Review all information carefully before proceeding.

**INSTRUCTIONS** x

**General Requirements**

- You must be at least 21 years old to apply.
- You must be a U.S. citizen or a corporation, limited liability company, limited partnership, or other legally recognized business entity.

**Applications**

- If you are **purchasing** a tobacco, nicotine, or vapor product licensed business, you must advertise your intent to apply for a tobacco, nicotine, or vapor product license(s) in the newspaper of record where the business is located. (See a sample newspaper ad below). Upload the newspaper advertisement to your online application, with the date clearly visible.
- Administrators retain the discretion to require background checks at any time.
- Upload a copy of the organization documents from the KY Secretary of State's Office if you are applying as a corporation, limited liability company, limited partnership, or other legally recognized business entity.
- Upload a copy of the deed, lease or other legal document indicating ownership, control or permission to operate on the premises.
- Contact the Kentucky Revenue Cabinet at (502) 564-3306 to get the Kentucky required tax numbers for the business.
- Contact the Kentucky Business OneStop at (502) 564-5053 to get the Kentucky CBI number for the business.

**NO CASH OR PAPER CHECK PAYMENTS ACCEPTED – ALL PAYMENTS MUST BE MADE ONLINE VIA CREDIT, DEBIT OR ACH PAYMENT.**

**Example of Newspaper Advertisement:**

- ABC Company, Inc. d/b/a Your Tobacco Place hereby declares its intention(s) to apply for a tobacco, nicotine, or vapor product license no later than [DATE]. The licensed premises will be located at 123 Only Street, Somewhere, Kentucky, 40000. The owner and president is Sally Smith, 456 Lone Alley, Anywhere, Kentucky, 40001. Any person, association, corporation, or body politic may protest the granting of the license by writing the Department of Alcoholic Beverage Control, 500 Mero Street, Frankfort, Kentucky, 40601, within thirty (30) days of the date of legal publication.

[Continue with Application](#)

**Step 3: Select Company and Site:**

Select your company, enter the site number created under Company Details, and click 'Next.' If you do not remember your site number, "Click Here" beside Don't Remember Your Site?



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**New Tobacco, Nicotine, or Vapor Application**

Select Company\* DON'T SEE YOUR COMPANY?

DBA

Select a Site\* DBA

Enter Site ID  Don't Remember Your Site? [Click Here](#)

## Step 4: Complete Application Questions:

Answer all required questions related to your application, then click 'Next.'

### New Tobacco, Nicotine, or Vapor Application

Company Details Licenses Selected Licenses Documents Affidavit Payment

Company Name

DBA

DBA

Test

#### COMPANY INFORMATION

Company Name

DBA

Street Address

500 Mero St

Country

US

City

Frankfort

State

KY

Zip

40601

#### SITE INFORMATION

DBA

Test

Site ID

29642

Site Address

500 Mero St

Country

United States

City

Frankfort

State

Kentucky

Zip

40601

County

Franklin

#### Owners/Officers

Owner Name	Ownership %	Type	Title	Phone Number	Address	Email	Ownership Type
[REDACTED]	100	Individual	Owner	[REDACTED]	500 Mero St, Frankfort, KY 40601	[REDACTED]	Private

Does the applicant own the premises to be licensed or have possession of it under a written agreement, such as a lease?\*

Yes  No

Has the applicant or any person listed above ever been licensed to produce, sell, or otherwise traffic in Tobacco nicotine or vapor products?\*

Yes  No

Will alcohol or cannabis infused beverages be sold at the premises to be licensed?\*

Yes  No

Are you purchasing, or have you recently purchased this business?\*

Yes  No

#### Conspicuous Signs:

I do hereby swear or affirm, under penalty of perjury, that I am in compliance with **KRS 438.310(2)**. I further affirm that such notice is, or will be, properly displayed in compliance with statutory requirements to inform customers and ensure adherence to laws governing the sale of tobacco, alternative nicotine, and vapor products.

I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.

Please acknowledge the statement before proceeding.

#### Tobacco Vending Machines:

I do hereby swear or affirm, under penalty of perjury, that I am in compliance with **KRS 438.315(3)**, which requires that any vending machine from which tobacco products, alternative nicotine products, or vapor products are dispensed shall be in the line of sight of the cashier for the retail establishment. I further affirm that all vending machines operated or maintained by this establishment conform to these statutory requirements and are monitored to ensure that the sale of tobacco products, alternative nicotine products, or vapor products dispensed through a vending machine is prohibited to any person under the age of twenty-one (21) years.

I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.

Please acknowledge the statement before proceeding.

#### Retail Cigarette Packages:

I do hereby swear or affirm, under penalty of perjury, that all retail cigarette packages sold by this establishment are in full compliance with **KRS 438.317(1)**, which prohibits the sale of cigarettes in packages containing fewer than twenty (20) cigarettes. I further affirm that no cigarette packages containing less than twenty (20) cigarettes are offered for sale, distributed, or possessed for sale at this location, and that all retail cigarette sales conform to the packaging and labeling requirements established by law.

I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.

Please acknowledge the statement before proceeding.

#### Cannabinoid Products:

I do hereby swear or affirm, under penalty of perjury, that I understand selling hemp in plant form — including leaves, buds, stems, seeds, or any similar material — is a violation of **KRS 218A.1422** (Trafficking in Marijuana) and is prohibited by law. I further acknowledge that such conduct is subject to criminal penalties, including imprisonment, and may result in the revocation of any Tobacco, Vapor, or Nicotine Product License issued by the Department.

I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.

Please acknowledge the statement before proceeding.

#### Gaming Machines:

I do hereby swear or affirm, under penalty of perjury, that I understand gambling devices are prohibited by law in the Commonwealth of Kentucky under **KRS Chapter 528**. I further acknowledge that possession, use, or operation of any gambling device is a criminal offense punishable by imprisonment and may result in the revocation of any Tobacco, Vapor, or Nicotine Product License issued by the Department.

I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.

Please acknowledge the statement before proceeding.

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**Step 5: Choose License Type:**

On the Licenses tab, select the license types you wish to apply for and click 'Next.'

Note: The Transitional License will only appear if you are purchasing an existing licensed business.

TEAM KENTUCKY Alcoholic Beverage Control  
PUBLIC PROTECTION CABINET

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Company Details Licenses Selected Licenses Verification Documents Affidavit Payment Submission & Status

Product Type	Product Details	Half Year Fee	One Year Fee	Two Year Fee	Transitional Fee
<input type="checkbox"/> Tobacco, Nicotine, or Vapor Product License	This license allows a business to purchase tobacco, nicotine, and vapor products from wholesalers and sell them at retail to consumers 21 years of age or older.		\$500.00	N/A	N/A
<input type="checkbox"/> Transitional Tobacco, Nicotine, or Vapor Product License	If you are purchasing a business that is licensed to sell tobacco, nicotine, or vapor products, and you would like the business to continue selling tobacco, nicotine, or vapor products while you await a determination from the department on your application for a Tobacco, Nicotine, or Vapor Product License, this license will allow you to do so for up to ninety (90) days.			N/A	\$60.00

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**Step 6: Review Selected Licenses:**

A list of all selected licenses will display and fees for confirmation. Review the license details carefully before continuing.

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PUBLIC PROTECTION CABINET

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Company Details Licenses Selected Licenses Verification Documents Affidavit Payment Submission & Status

License Type	License Details	Quantity	Amount
Tobacco, Nicotine, or Vapor Product License	This license allows a business to purchase tobacco, nicotine, and vapor products from wholesalers and sell them at retail to consumers 21 years of age or older.	1	\$500.00
Transitional Tobacco, Nicotine, or Vapor Product License	If you are purchasing a business that is licensed to sell tobacco, nicotine, or vapor products, and you would like the business to continue selling tobacco, nicotine, or vapor products while you await a determination from the department on your application for a Tobacco, Nicotine, or Vapor Product License, this license will allow you to do so for up to ninety (90) days.	1	\$60.00

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### Step 7: Upload Required Documents:

Go to the Documents tab and upload all required files. Click 'Select Files...' to attach your document, then click 'Next.'

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#### New Tobacco, Nicotine, or Vapor Application

Company Details Licenses Selected Licenses Documents Affidavit Payment

##### DOCUMENTS

Upload the required document as mentioned below

Copy of Employee Acknowledgment Form\*

Select files...

Picture showing full view of the front of the building\*

Select files...

Picture showing four corners of the interior of the retail space\*

Select files...

Picture showing Point of sale and counter area\*

Select files...

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### Step 8: Sign the Affidavit:

Type your name to electronically sign the affidavit and click 'Next.'

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#### New Tobacco, Nicotine, or Vapor Application

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##### AFFIDAVIT

All terms and conditions text regarding the payment.

I do hereby swear or affirm, under penalty of perjury, that I am authorized to submit this application on behalf of the named applicant and that all information and statements contained therein and any attachments are true and correct to the best of my knowledge, information, and belief. I hereby swear or affirm that if the license(s) is issued, the applicant shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in tobacco, nicotine, or vapor products.

I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in KRS 369.101 to 369.120. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.

Name \*

Enter Name

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### Step 9: Fee Review:

Review all payment details and click 'Pay Fee' to be redirected to the Kentucky Interactive Payment Page.

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New Tobacco, Nicotine, or Vapor Application

Company Details Licenses Selected Licenses Documents Affidavit Payment

**PAYMENT**  
There is a 2.75% Convenience Fee added to the total for Credit Card payments and \$0.35 for EFT/ACH payments.  
An initial application fee of \$50 is required.

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### Step 10: Pay the Fee:

To finalize your submission, choose your payment method and complete the transaction

**Alcoholic Beverage Control BELLE**

#### Select Payment Type

ACH / ELECTRONIC CHECK

CREDIT CARD

Summary

**Application Fee - SiteID: 29642 Application** \$50.00  
**Number: NEWTNVPL-80**  
Item Price: \$50.00  
Quantity: 1

[Cancel and return to Alcoholic Beverage Control BELLE](#)