

**DEKALB COUNTY REGISTERED AGENT FORM**  
DeKalb County Alcohol License, 330 W. Ponce De Leon Ave. 2<sup>nd</sup> Floor, Decatur, Georgia 30031

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

DeKalb County Code Section 4-27 requires every business applying for or holding an alcoholic beverage license to have and continuously maintain a registered agent for service of process of any notice permitted by law under the alcoholic beverage ordinance. **The registered agent must live in DeKalb County.** The owner can be their own registered agent if they live in DeKalb County.

I, \_\_\_\_\_, do hereby consent to serve as the registered agent for the licensee, owners, officers and/or directors of the above business and to perform all obligations of such agency under the provisions of DeKalb County Code Section 4-27. I also consent to the required criminal background investigation in order to serve as a registered agent.

\_\_\_\_\_  
Agent's Name (type or print clearly)

\_\_\_\_\_  
Agent's Social Security Number

\_\_\_\_\_  
Agent's Home Address

\_\_\_\_\_  
Agent's Birthday (Month, day & year)

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Sex      \_\_\_\_\_  
Race      \_\_\_\_\_  
Height      \_\_\_\_\_  
Weight      \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Home Telephone No.

\_\_\_\_\_  
Agent's Business Telephone No.

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**The owner(s) or an officer of the corporation must authorize the person shown above to be their agent. It is the owner's responsibility to maintain a registered agent who lives in DeKalb County. Please attach a money order, payable to DeKalb County Public Safety, for \$50.00 to this form to cover the background investigation. Failure to maintain a registered agent shall be grounds for suspension or revocation of your alcoholic beverage license.**

\_\_\_\_\_  
Licensee's Name (Type or print clearly)

\_\_\_\_\_  
Licensee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name (Type or Print clearly)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer's Name (Type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

Two (2) pictures taken in the last year are required. Attach one picture of the agent here on each form.