



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: November 8, 2023
FROM: Carrie Craig, Records and Licensing Supervisor RE: Licensing Report

Staff Changes

There have been no staff changes to report at this time.

Staff Stuff

Your licensing staff has been extraordinarily busy and under pressure these last few months with thorough testing of the new online system, AK-ACCIS on top of their normal duties. Each and every one of them has gone above and beyond to bring this board the applications you will see today.

Alcohol License Application Statistics

With the new live AK-ACCIS system, our statistics will not 100% accurate as we are accepting hard copy applications and still utilizing a tracking spreadsheet for a queue until ACCIS has the ability to provide the necessary reports, which is slated for mid-February.

ACCIS reports as of 11/9/2023 at 3:00 am Alaska time:

Number of Claim Businesses Submitted	303
Number of Claim Businesses Approved	270
Number of Licenses Claimed	1116
Number of Renewals Submitted	44

Number of Brewery Retail Applications	6
Number of Distillery Retail Applications	3
Number of Winery Retail Applications	2
Number of New Package Store Applications	1
Number of New Restaurant or Eating Place Applications	1
Number of Restaurant Endorsement Applications	2
Number of Hotel Endorsement Applications	2
Number of Manufacturing Sampling Endorsement Applications	1
Number of Package Store Repackaging Endorsement Applications	1

Renewals

On November 1, 2023 the 2024/2025 renewal notice and applications were emailed to the licensees who are due to renew this cycle. Out of the 963 licenses only six licensees did not have an email on file with our office, and they would have received their forms via mail, postmarked the 1st. The forms and supplemental documents were made available on our website the same day.

Licensees must claim their business through AK-ACCIS. If they do not do so, they will not be able to submit their renewal application online. Instructions for claiming businesses are found on our website. While we encourage applicants to utilize AK-ACCIS to apply to renew their alcoholic beverage licenses, it is not required.

AK-ACCIS currently does not allow for payment of fees. We anticipate this feature being available mid-November.

Applications postmarked, emailed, or submitted through ACCIS later than 11:59 pm on Tuesday, January 2, 2024, will be assessed a \$500.00 non-refundable late fee in addition to the regular renewal fees, as set forth under AS 04.11.270(b)(3).

Any application and required fees not postmarked, emailed, or submitted through ACCIS by February 28, 2024, will result in expiration of the alcoholic beverage license, as set forth under AS 04.11.540.

New/Transfer Applications

We are still receiving hard copy applications which will eventually entered into ACCIS by staff. Currently there are 21 new and transfer paper applications in the queue, waiting for review. The oldest application is from August 1, 2023.

New License Applications

Restaurant or Eating Place	1
Recreational Site	1

Transfer License Applications

Restaurant or Eating Place	3
Package Store	5
Beverage Dispensary	8
Beverage Dispensary Tourism	3
Wholesale Malt Beverage/Wine	1

Permit Application Statistics

Based on the information inputted into the new permit tracking spreadsheet, our office has received 399 permit applications and issued close to 399, with a handful of denials or application withdrawals.

Reminders

Licensing questions/concerns/applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.

Permit questions/concerns/applications may be sent to amco.permits@alaska.gov or you may call 907-269-0350 and follow the necessary prompts.

AMCO staff continues to work diligently to keep wait times as short as possible.