



Arizona Department of Liquor Licenses and Control  
 800 W Washington 5th Floor  
 Phoenix, AZ 85007-2934  
 www.azliquor.gov  
 (602) 542-5141

<b><u>DLLC USE ONLY</u></b>
Date:
Processed by:
Activation Fees Collected:

**INACTIVE / ACTIVE STATUS FORM**  
 Pursuant to ARS Section 4-203 (G)  
 Print and use black ink only

Please check one box only:  INACTIVE STATUS (Complete Questions 1, 2, 3, 4, 5, 6, 8)  
 ACTIVATING STATUS (Complete Questions 1, 2, 3, 4, 5, 7, 8)

1. License Number: \_\_\_\_\_
2. Individual Owner / Agent Name: \_\_\_\_\_  
Last First Middle
3. Business Name: \_\_\_\_\_
4. Business Location Address: \_\_\_\_\_  
Street City State Zip Code
5. Date license was last used: \_\_\_\_\_ Date license went on inactive status: \_\_\_\_\_
6. License is not being used because: \_\_\_\_\_  
 \_\_\_\_\_
7. Future plans to place the license in use: \_\_\_\_\_  
 \_\_\_\_\_
8. Date you intend to place the license back in use: \_\_\_\_\_

**FALSE OR INCOMPLETE ANSWERS COULD RESULT IN CRIMINAL PROSECUTION AND THE DENIAL,  
 OR SUBSEQUENT REVOCATION OF A LICENSE OR PERMIT.**

I, (Print Full Name) \_\_\_\_\_, hereby declare that I am a CONTROLLING PERSON and /or AGENT filing this notification. I have read this document and the contents and all statements are true, correct and complete.

X (Signature) \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_  
 The foregoing instrument was acknowledged before me this

My commission expires on: \_\_\_\_\_

\_\_\_\_\_ Of \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
 Signature of NOTARY PUBLIC



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A.R.S. Section 4-203 (G) provides:

A licensee who holds a license in nonuse status more than five months shall be required to pay a one-hundred dollar surcharge for each month thereafter. The surcharge shall be paid at the time the license is returned to active status. A license automatically reverts to the state after being held in continuous nonuse in excess of thirty-six months.

Also, A.R.S. Section 4-203(O) states:

If a licensed location has not been in use for two years, the location must re-qualify for a license.....  
**(In other words, if your license has been in nonuse for over two years, you lose the location and must reapply.)**

If you are **NOT** using your liquor license, complete an **INACTIVE STATUS FORM** and submit it to the Department's Licensing Division. Your license can remain on inactive status for **FIVE** months before an assessment of **\$100.00** per month thereafter begins accumulating. If you activate the license **WITHOUT** notifying the Department, you may be assessed the surcharges. Therefore, it is important that you notify the Department on an **ACTIVE STATUS FORM** promptly. Failure to notify the Department of either Inactive or Activating Status may result in revocation as stated in A.R.S. 4-203(N):

**Failure to pay any surcharge.... or failure to report the period of nonuse of a license shall be grounds for revocation of the license ....**

Your license **MUST** be renewed when it is in nonuse status. Renewal of your license does **NOT** place it into use or nonuse. You must use the Department's forms or a personal written request.