



State of Arkansas
Department of Finance
And Administration
Regulatory Division

DFA - ARKANSAS TOBACCO CONTROL

101 E. Capitol Ave., Suite 401
Little Rock, AR 72201
Phone: (501) 682-9756
Fax: (501) 682-9760
<https://www.atc.arkansas.gov>

ALCOHOLIC BEVERAGE THIRD PARTY DELIVERY
SERVER AWARENESS FORM

Upon employment, 3 CAR § 3-414 requires all employees or independent contractors who handle alcohol in any way must initial each section, sign, and date this document before selling, coming into possession of, or delivering any alcoholic beverage products. This form is to be kept on file either by paper copy or electronically and must be available for inspection by the Arkansas Alcoholic Beverage Control at any time.

As an employee or independent contractor of a permitted outlet, I understand that there are certain things I am prohibited from doing and certain actions that I cannot allow to occur when making deliveries of alcohol. In accordance with Arkansas law and the rules of Arkansas Alcoholic Beverage Control, I have read, initialed and acknowledged the following:

(Please initial below)

- _____ I will not allow the sale, possession, or consumption of alcohol products to anyone under 21 years of age and will require proof of identification.
- _____ I will not allow the sale alcoholic beverages to any adult (21+) who I know or reasonably believe will provide the beverages to anyone under the age of 21.
- _____ I will not sell or allow the consumption of alcoholic beverages to any person who is already intoxicated, and I understand it is against the law to do so.
- _____ I will not provide free alcoholic beverages to consumers.
- _____ I will not open containers of alcoholic beverages.
- _____ I will not deliver alcohol to a dry territory.
- _____ I will not deliver alcohol while in an intoxicated state or drink alcoholic beverages while I am on duty.
- _____ I will complete an alcohol delivery training program through my employer, the third-party delivery permit holder, that has been approved by Arkansas ABC annually.
- _____ I will receive the alcoholic beverage from the retailer during the retailer's hour of legal sale.
- _____ I will complete deliveries within a reasonable amount of time after leaving the retailer's premises.
- _____ I understand that sales or delivery to anyone under the age of 21 can result in criminal charges being filed against me. I understand that as a clerk/server/bartender/deliverer, if I am found guilty of a violation of A.C.A. §3-3-201, I shall be subject to a fine up to \$500 but no less than \$200, plus local court costs, and/or a Class A misdemeanor.
- _____ I understand that my place of employment may undergo inspection at any time to assess its compliance with the state law regarding the sale of Alcoholic Beverage Products to a minor under the age of 21.

By signing below, I hereby certify that I have read and fully understand the above statements. I agree to always follow state law and not to sell alcoholic beverage products to minors. I further consent to allowing any current or potential employer to contact Arkansas Alcoholic Beverage Control to determine if I have received any citations for violations of Title 3, Chapter 3 of the Arkansas Code.
(All blank lines on this form must contain information)

Employee/Independent Contractor Signature

Date Signed

Printed Name of Employee/Independent Contractor

Date Entered Employment