STATE OF KANSAS

ALCOHOLIC BEVERAGE CONTROL
109 SW 9th STREET
P.O. BOX 3506
TOPEKA KS 66601-3506

DEPARTMENT OF REVENUE
PHONE: 785-296-7015
FAX: 785-296-7185
www.ksrevenue.org/abc.html

Notification

A report will be submitted to the Division of Alcoholic Beverage Control for review of potential administrative action against the license, which is separate from any alleged criminal violation.

Licensee copy

Business Name	
Liquor license number	
Date/time of alleged violation	
Description of alleged violation	
Name of person in charge*	
Position of person in charge	

Law Enforcement Officer Name | Agency Name | ORI# | Date

Signature of Person Receiving This Notice | Date

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Detach and Submit to ABC

Business Name	
Liquor license number	
Date/time of alleged violation	
Description of alleged violation	
Name of person in charge*	
Position of person in charge	

Law Enforcement Officer Name | Agency Name | ORI# | Date

Signature of Person Receiving This Notice | Date

INSTRUCTIONS TO LAW ENFORCEMENT

1. Notification must be given to the person in charge of the licensed premise at the time of the alleged violation.
2. Once the form is completed, email to KDOR_LAA@ks.gov or fax to the number above with a copy of your report.

*K.S.A. 41-106(e) defines person in charge as any individual or employee present on the licensed premises at the time of the alleged violation who is responsible for the operation of the licensed premise. If no designated individual or employee is in charge, then any employee present is the person in charge.