

Business Process Number	Functional Requirement	Office	Version				
9	FILING LIQUOR / MIXED BEVERAGE LICENSES	County Clerk	1.1 (2015)				
Functional Description	How to file or record Liquor Licenses in The Cameron County Clerk's Office.						
Business Process	<p>Verify Application:</p> <ol style="list-style-type: none"> 1. Look for original and copy TABC pre-qualification package 2. Look for Type of On Premise / Off Premise license (see exhibit) <ul style="list-style-type: none"> - BG – Wine and Beer Retailer's On-Premise Permit - BQ – Wine and Beer Retailer's Off-Premise Permit - BF – Beer Retail Dealer's Off-Premise License - BL – Retail Dealer's On-Premise Late Hours License - MB – Mixed Beverage Permit - LB – Mixed Beverage Late Hours Permit 3. Look for checked box if business not inside City limits 4. Verify that all sections are signed and stamped: <ul style="list-style-type: none"> - Owner's acknowledgment – Notary Public. - City Secretary (if inside city limits) - State Comptroller - Newspaper publication affidavit/proof (2 consecutive issues) <p>Completing Application:</p> <ul style="list-style-type: none"> • Complete Certificate of County Clerk's section based on type of license marked in first page. (See exhibit) • Complete Certificate of County Clerk for Late Hours License section if necessary. (See exhibit) • Mrs. Garza-Perez name, by Deputy's signature and Commissioner's Court Seal. • If customer does not provide the copies, deputy will make copies of the complete application after certification steps are complete. If customer provides the copies, deputy will complete all sections in both original and copy. 						
Payment Method	<ol style="list-style-type: none"> 1. The current fee will be paid at the time of the filing under LIQUORL or MIXBEVER depending on the type of license they are applying for. <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: center;">Recording Type</td> <td style="text-align: center;"># Of Late Hours</td> </tr> <tr> <td>LIQUORL or MIXBEVER</td> <td>Ex.: 1</td> </tr> </table> <ul style="list-style-type: none"> • Comments: Business Name COPIES (if we provide them) Ex.: 4 3. ACS system will assign next instrument number at the end of the transaction. Print receipt twice (1 for customer and 1 for the office) 4. Validate license with document number and last page stamp 			Recording Type	# Of Late Hours	LIQUORL or MIXBEVER	Ex.: 1
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<p>Business Process Continuation</p>	<ul style="list-style-type: none"> • After payment is collected and application is complete, Deputy shall return the original application along with the receipt to the customer and keep the complete copy for our records. • Complete “Envelope Liquor Cases” (yellow envelope) using application and receipt information. (see exhibit) <p>Index / Scan Application</p> <ol style="list-style-type: none"> 1. The Clerk starts by login into their cashier station. 2. Once logged in, start by clicking Index on the tab and window will appear with an assortment of records. 3. Select <input checked="" type="radio"/> Miscellaneous 4. On the top tabs, click Daily and drop down to Indexing. (view attached example) <ul style="list-style-type: none"> * Doc Number: # on top right side of the application * Type: W –control S – select type of liquor license. M –control S – select type of mixed license. * File Date: the date the document was filed (a window will appear, select YES) * Instrument Date: Same as filed date * Vol. / Page / Book: Blank * Grantor: Name of applicant * Grantee: Firm Name * Property: Type of liquor 5. Scan the document and save the image.
<p>Business Rules</p>	<ul style="list-style-type: none"> • Ensure the customer the cost of filing a liquor license before proceeding to filing. • When customers are just requesting information, inform them about submitting original and copy at time of filing. • Return completed original application to the customer. • Deputy keeps the complete copy of the application.