

## TOWN OF OAKLAND PUBLIC RECORDS REQUEST FORM

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist. Allow up to 7 business days for response. An appointment maybe required for on-site records inspection.*

**To:** Town of Oakland - City Recorder - [ybullard@oaklandtn.gov](mailto:ybullard@oaklandtn.gov)

*(Requestor's Name and Contact Information (include an address & Phone Number))*

**From:**

**Is the requestor a Tennessee citizen?** ☐ Yes ☐ No

*Copy of Valid TN DL required*

**Request:** ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only<sup>i</sup>.)

☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_? If so, initial here: \_\_\_\_\_.

**Delivery preference:** ☐ On-Site Pick-Up  
☐ Electronic

☐ USPS First-Class Mail  
☐ Other: \_\_\_\_\_

### Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

\_\_\_\_\_  
Signature of Requestor and Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator and Date Received

**Print Form**

**Reset Form**

<sup>i</sup> Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

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Notice

A non-refundable \$250.00 application fee and \$29.00 background-check fee must accompany this application. If the application is approved you are required to provide documentation of sales tax registration to the town within 10 days of approval. Any applicant making any false statements in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of 10 years.

A privilege tax of \$100.00 is imposed on the business selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994, shall pay a pro rata portion of this annual tax when the permit is issued.

Permits shall be issued to the owner of the business, whether a person, firm, corporation, joint-stock or association.

A permit is only for a single location, except as permitted by law, and is valid for all decks, patios and other outdoor serving areas that are contiguous to the exterior of the building in which the business is located.

A permit is valid only for the business operating under the name identified in the permit.

A permit holder must Surrender a permit to the Oakland Beer Board within 15 days of termination of the business, change in ownership, relocation of the business or change of the business name. A permit shall expire on termination of the business, change in ownership, location of the business or change in business name.

Any applicant or permit holder shall be required to amend or supplement its application promptly if a change in circumstances affects the responses provided in its application.

When applications for non-existing businesses are submitted, the following requirements must be met:

1. Signed lease or registered warranty deed
2. Surveyor's plot plan
3. Actuarial architectural drawings



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*Declaration of Citizenship Information*

***Applicants Claiming United States Citizenship MUST provide a copy of two (2) or more of the following:***

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1. Tennessee Driver's License, or photo ID issued by Department of Homeland Security.
2. A valid driver license or ID issued by another state provided its issuance requirements meet Department of Homeland Security criteria.
3. An official birth certificate issued by a U.S. state, territory, or other jurisdiction. Puerto Rican birth certificates issued before July 1, 2010 do not count.
4. A federally issued birth certificate.
5. A valid, unexpired U.S. passport.
6. A report of birth abroad of a U.S. citizen.
7. A certificate of citizenship.
8. A certificate of naturalization.
9. A U.S. citizen ID card.
10. Any successor document to #'s 4-9 above.
11. SSN that the entity may verify with the Social Security Administration in accordance with Federal Law.

Applicants claiming qualified alien status must submit two (2) or more copies of the following forms, one of which MUST be a U.S. government issued photo ID, as determined by U.S. Homeland Security to be acceptable for verification through the SAVE program.

**Common types of documents used to verify immigration status are:**

1. I-551 (Permanent Resident Card or "Green Card").
2. I-766 (Employment Authorization Card).
3. I-327 (Reentry Permit).
4. I-571 (Refugee Travel Document).
5. Machine Readable Immigrant Visa (with Temporary I-551 language).
6. I-20 (Certificate of Eligibility for Nonimmigrant F91) student status-"student visa").
7. DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status).
8. I-94 (Arrival/Departure Record).
9. Unexpired Foreign Passport.

**Unacceptable forms of Identification for Non-Citizen:**

1. Driver's License
2. Social Security Cards
3. Consulate Cards

**Applicants claiming status as a non-immigrant shall provide a copy of a machine-readable VISA.**

Application for (check one):

"On" premise permit \_\_\_\_\_

"Off" premise permit \_\_\_\_\_

Special events permit \_\_\_\_\_

I hereby apply for a permit to sell, store, manufacture or distribute beer or other beverages authorized to be sold, stored, manufactured or distributed under the provisions of [TENNESSEE CODE ANNOTATED 57-5-101](#) and base my application upon the answers to the following questions:

1. Full name of applicant (owner of business)

\_\_\_\_\_

2. Furnish nickname or any other names by which you are or have been known

\_\_\_\_\_

3. Type of application (check one): Person \_\_\_\_\_ Firm \_\_\_\_\_

Corporation \_\_\_\_\_ Joint-stock company \_\_\_\_\_ Association \_\_\_\_\_

4. List all persons, firms, corporations, joint-stock companies, syndicates or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed)

\_\_\_\_\_

\_\_\_\_\_

5. Present home address and length of time you have lived at this address

\_\_\_\_\_

\_\_\_\_\_

6. Previous addresses within the last 10 years

\_\_\_\_\_

\_\_\_\_\_

7. Date of birth

\_\_\_\_\_

8. Telephone

\_\_\_\_\_

9. Applicant's Business Telephone

\_\_\_\_\_

10. Under what name will this business operate

\_\_\_\_\_

11. Business address OR geographical location

\_\_\_\_\_

12. Describe the nature of the business

\_\_\_\_\_

13. Name and address of person to receive annual tax notices and other communications

\_\_\_\_\_

14. Name and address of property owner (if different than business owner)

\_\_\_\_\_

15. Will this permit be used to operate two or more restaurants or other businesses within the same building as permitted by [T.C.A. 57-5-103](#)  
(YES) \_\_\_\_\_ (NO) \_\_\_\_\_

If yes, specify number \_\_\_\_\_, and list the names of all restaurants or other businesses and describe all locations (use separate sheet if necessary)

\_\_\_\_\_



16. Give the name, date of birth and address of any manager other than the applicant

17. Have you or your organization ever had a beer permit revoked, suspended or denied in the state of Tennessee YES\_\_\_\_\_ NO\_\_\_\_\_  
If yes, specify where, when and why

18. Give the name, address and relationship (if applicable) to applicant of the former beer permittee at this location

19. What is the name and address of the church (or place of worship) nearest to your business?

20. What is the name and address of the school nearest to your business?

21. I certify that I am knowledgeable of the laws prohibiting the sale of beer to minors and that this application contains true information to the best of my knowledge and belief.

22. I certify any person(s) named in lines #1, #3 & #15 of this application OR any other employee(s) of the business, has not been convicted of any criminal act or violation of Beer/Alcoholic Beverage Laws within the last 10 years.

23. I acknowledge that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches or other places of public gathering, or otherwise interferes with public health, safety and morals.

\_\_\_\_\_  
Signature of applicant/owner (or authorized signer)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

SEAL  
PUBLIC NOTARY