

In order to be considered for registration, the following items must be submitted:

- \$200 registration fee (cash, cheque or money order made payable to AGLC).
- Application for Liquor Agency Registration (Form 5248).
- Criminal Record Check (**must be original and obtained within the last 90 days**) from the RCMP or local police for all requested directors and shareholders of the applicant company.
- Particulars of Individual (Form 5013) completed by all directors and shareholders.
- Particulars of Incorporation of Company (Form 5231).
- Particulars of Shareholding Company (Form 5231) if applicable.
- Certificate of Incorporation for the applicant company showing registration in Alberta.
- Acknowledgement and Undertaking (Form 5228-1)

Once all documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to review operating procedures.

Note: AGLC Product & Pricing or Finance may contact you for additional items after the registration has been issued.

Return the completed package to:

AGLC Liquor Licensing
50 Corriveau Avenue
St. Albert AB T8N 3T5

Email: Agency@aglc.ca
Phone: 1-855-506-1066 ext. 2 (toll-free)

View the Agency Registration Handbook at aglc.ca.

**AN AGENCY REGISTRATION WILL NOT BE ISSUED UNTIL ALL STEPS HAVE BEEN COMPLETED
AND ALL INFORMATION IS PROVIDED**