



Local Authority Automatic Renewal Program QRG

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Local Authority Review, Determine Eligibility for Automatic Renewal and Approval Steps



Local Authority Review and Approval Steps

The screenshot shows the eLAPS portal interface. At the top, there are logos for IOWA Department of Revenue and LAPS (Licensing and Permitting System). Navigation links include Home, Public Database, and City Of Des Moines. A left sidebar contains menu items: Permits (Dashboard, View/Print All Licenses, Revision Requests, View all Applications), My Company's (Users), and Other (Generate Report, Public Database, My Profile, Logout). The main content area displays a welcome message and tabs for Applications, License(s), and Tickets. Below the tabs is a search section with input fields for Application Number, License Number, and Application Status (set to 'Select'), and a Search button. Two application cards are visible: 1) 'Best Food Mart- LE0001787' with premise '4028 NE 14th Street (Liquor room only)', license 'Class E Liquor License', application number 'App-156905', and a 'Continue' button. 2) 'Bartender's Handshake- LC0045966' with premise '3615 Ingersoll Avenue', license 'Class C Liquor License', application number 'App-155157', and a 'Continue' button. A table below the first card shows application details: Application Type: Amendment; Tentative Effective Date: 2021-05-10; Tentative Expiration Date: 2022-05-09; Application Status: Submitted to Local Authority.

Instructions

Log into the eLAPS Portal

Key Points

No key points



Local Authority Review and Approval Steps

The screenshot displays the LAPS interface for the Alcoholic Beverages Division of the State of Iowa. The header includes the Iowa Department of Revenue logo and navigation links for Home, Public Database, and City Of Des Moines. A left sidebar lists various menu items under 'Permits', 'My Company's', and 'Other'. The main content area shows a welcome message and a search interface for applications. The search results table displays details for a specific application.

Application Number	License Number	Application Status
170677		Select

Test Business- LE0003981		Application Number : App-170677	
Premise Street : 922 8th StreetDowntown Des Moines			
Class E Retail Alcohol License			
> Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status ?
New	2022-12-01	2023-11-30	Submitted to Local Authority

Instructions

- Navigate to the Application you wish to review.
- Click on **Continue**.

Key Points

Enter **Application Number** and click the **Search** button to find the result.



Step 1: License or Permit Type

The screenshot shows the LAPS (Licensing and Permitting System) interface. At the top, there are logos for IOWA Department of Revenue and LAPS, along with navigation links for Home, Public Database, and City Of Des Moines. The main content area is titled "(App-170677)" and includes buttons for "Exit", "Save and Exit", and "Print Application". A vertical sidebar on the left lists the application steps: License or Permit Type (selected), Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations, Document Upload, Automatic Renewal, Local Authority, Review, and Attestation / Endorsement. The main form area is titled "License/Permit Type" and contains the following fields:

- License or Permit Type: Class E Retail Alcohol License
- Length of License Requested (Choose one of the following): 12 Month
- * Tentative Effective Date: Dec 1, 2022

At the bottom of the form, there are buttons for "Back to Home" and "Next".

Instructions

- Review the License/Permit Type. Validate that this application is for a valid License/Permit Type.
- Click **Next**.

Key Points

The class "E" retail alcohol license (LE) is the only retail alcohol license currently eligible for automatic renewal



Step 2: Privileges/Sub-Permits

The screenshot shows the LAPS web application interface. At the top, there are logos for IOWA Department of Revenue and LAPS, along with navigation links for Home, Public Database, and City Of Des Moines. The main content area is titled 'Privileges / Sub-Permits' and is part of an application for 'App-170877'. A sidebar on the left contains a vertical list of steps: License or Permit Type (checked), Privileges / Sub-Permits (selected), Premises, Ownership, Criminal History / Violations, Document Upload, Automatic Renewal, Local Authority, Review, and Attestation / Endorsement. The main content area is divided into sections: 'License/Permit' with a 'Class E Retail Alcohol License' selected, 'Privileges' with a note about Sunday sales, and two selectable options: 'Outdoor Service' and 'Living Quarters'. At the bottom, there are 'Previous' and 'Next' buttons.

Instructions

- Review the **Privileges and Sub-Permits** information.
- Click **Next**.

Key Points

No key points



Step 3: Premises

(App-170677) Exit Save and Exit Print Application

License or Permit Type ✓
Privileges / Sub-Permits ✓
Premises ●
Ownership ○
Criminal History / Violations ○
Document Upload ○
Automatic Renewal ○
Local Authority ○
Review ○
Attestation / Endorsement ○

Premises NEED HELP ?

Business Information

*Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)
Test Business

*Name of Business (D/B/A)
Test Business

Indicate how the business will be operated
Sole Proprietor

Federal Employer ID #

Tentative Expiration Date
Nov 30, 2023

Premises Information

Please select here if your location is in an unincorporated town

Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location
922 8th Street Downtown Des Moines, Des Moines, Iowa, Polk

Search by a location name or address to automatically populate the address fields below (optional)

Instructions

Examine the **Business Information, Premises Information (Address of Premises), Local Authority, Contact Information, and Mailing Address** under the Premises section.

Key Points

No key points



Step 3: Premises (Contd...)

IOWA Department of Revenue **LAPS** Licensing and Permitting System

Home Public Database City Of Des Moines

- License or Permit Type
- Privileges / Sub-Permits
- Premises**
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

* Contact Name: Josh Pettyjohn * Business Phone: (555) 555-5555 Extension:

* Email Address: josh.pettyjohn@mtxb2b.com * Phone: (555) 555-5555 Extension:

Same as Premises Address

Mailing Address:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location:

Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street: Mailing Suite/Apt Number:

Mailing City: Mailing State:

Mailing Zip/Postal Code: Mailing County:

Instructions

Scroll all the way to the bottom of the page and then click **Next**.

Key Points

No key points



Step 4: Ownership

(App-170677) Exit Save and Exit Print Application

Ownership NEED HELP?

Please provide ownership information for each of the following individuals as applicable:

- A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business.
- Each of the officers, directors, and partners of the business.
- A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.

Tim Toms	James Smith
Position : President	Position : Partner
SSN : XXX-XX-3535	SSN : XXX-XX-5850
US Citizen : Yes	US Citizen : Yes
Ownership : 50%	Ownership : 50%
DOB : 11/07/1945	DOB : 11/14/1951

Previous Next

Instructions

Review the Ownership details and click **Next**.

Key Points

No key points



Step 5: Criminal History / Violation

The screenshot displays the LAPS (Licensing and Permitting System) interface for application (App-170677). The top navigation bar includes the Iowa Department of Revenue logo, the LAPS logo, and links for Home, Public Database, and City Of Des Moines. The main content area features a vertical sidebar with steps: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations (highlighted), Document Upload, Automatic Renewal, Local Authority, Review, and Attestation / Endorsement. The Criminal History section contains two questions with text input fields:

- Question 1: "Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?" with a "No" input field.
- Question 2: "Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?" with a "No" input field.

Navigation buttons include "Exit", "Save and Exit", "Print Application", "Previous", and "Next". A "NEED HELP?" link is also present.

Instructions

After reviewing the **Criminal History** section, click **Next** to continue.

Key Points

No key points



Step 6: Document Upload

(App-170677) Exit Save and Exit Print Application

License or Permit Type
Privileges / Sub-Permits
Premises
Ownership
Criminal History / Violations
Document Upload
Automatic Renewal
Local Authority
Review
Attestation / Endorsement

Document Upload NEED HELP ?

Uploading the documents is optional

DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Proof of Control of Property (Deed / Final Sales Contract / Lease / Written Agreement) **Purchase agreements not accepted ?	Upload Files		
Sketch ?	Upload Files		
TTB Basic Permit	Upload Files		

Previous Next

Instructions

Check to see if any relevant documents have been uploaded, then click **Next** to move on to the next section.

Key Points

If you have the relevant documents from the applicant, you are able to upload them on this screen.



Step 7: Automatic Renewal

(App-170677) Exit Save and Exit Print Application

Automatic Renewal NEED HELP?

Do you wish to enroll in the Automatic Renewal Program at this time?

Yes

Automatic Renewal of Class "E" Retail Alcohol Licenses, Distiller's/Brewer's/Vintner's Certificates of Compliance, and Wine Direct Shipper's Permits

Pursuant to Iowa Code sections 123.35(2), 123.35(3), and 123.35(4), the Iowa Alcoholic Beverages Division (ABD) offers an automatic renewal program (Program) where a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit can be automatically renewed on an annual basis without the endorsement of a local authority or approval by the ABD Administrator upon collection of the annual renewal fee. The holder of a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit (Applicant) choosing to participate in the Program shall abide by the following terms and conditions.

1. The Applicant will only be enrolled in the Program after giving consent to ABD, in writing via ABD's eLAPS system, to participate in the Program.
 - If the Applicant does not give consent to be enrolled in the Program, the Applicant will be responsible for manually renewing their license, certificate, or permit annually by submitting a renewal application electronically or in a manner prescribed by the ABD Administrator.
 - The Applicant may withdraw consent and unenroll from the Program up to 51 days prior to the expiration date of the Applicant's license, certificate, or permit. The Applicant must submit to ABD, in writing via the eLAPS system, their withdrawal of consent in order to be unenrolled from the Program.
2. By consenting to participate in the Program, the Applicant also gives consent to ABD to store the Applicant's designated payment method (bank account or credit card) and corresponding information, and to use the stored information to collect the applicable annual renewal fee amount due at the time of automatic renewal.
 - ABD will attempt to automatically collect payment of the applicable annual fee amount due via the Applicant's designated payment method (bank account or creditcard) 50 calendar days prior to the expiration date of the Applicant's current license, certificate, or permit.
 - If ABD's attempt to automatically collect payment fails, the Applicant will be unenrolled from the Program and will be

Instructions

At this step, licensees will indicate whether they wish to be enrolled in the Automatic Renewal Program.



Key Points

By agreeing to these terms and conditions, the applicant is acknowledging that they understand that you as a local authority can un-enroll them from the program at any time in the future.



Step 7: Automatic Renewal (Contd...)

IOWA Department of Revenue | **LAPS** Licensing and Permitting System | Home | Public Database | City Of Des Moines

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal**
- Local Authority
- Review
- Attestation / Endorsement

- The Applicant has withdrawn consent to have the license, certificate, or permit automatically renewed.
- The Applicant's license, certificate, or permit has been suspended or revoked.
- A civil penalty has been imposed against the Applicant.
- An administrative proceeding is pending against the Applicant to suspend or revoke the license, certificate, or permit or to impose a civil penalty.
- The Applicant has submitted a payment to ABD for alcoholic liquor purchases that was subsequently dishonored (class "E" retail alcohol licensees only).
- The Applicant has not filed all required reports and/or remitted all wine gallonage tax owed pursuant to Iowa Code section 123.183 (wine direct shipper permittees only).
- The Applicant or any persons associated with the Applicant pursuant to Iowa Code section 123.3(4)(e) have been convicted of a violation of Iowa Code chapter 123.
- The Applicant's licensed premises no longer constitutes a safe and proper place or building, or does not conform with all applicable federal, state, and local laws, orders, ordinances, rules, resolutions, and health and fire regulations (class "E" retail alcohol licensees only).
- The local authority having jurisdiction over the Applicant has notified ABD that automatic renewal should not occur and that further review of the Applicant by ABD and the local authority is warranted (class "E" retail alcohol licensees only).

6. If automatic renewal will not occur due to one of the conditions outlined in section 5, ABD will notify the Applicant in writing.

7. If automatic renewal does occur, the Applicant will receive a copy of their renewed license, certificate, or permit electronically via email.

Please indicate whether you wish to enroll in the Automatic Renewal Program at this time by answering the question below.

By choosing "Yes" you are indicating that you have read, understand, and agree to the terms and conditions of the automatic renewal program and give ABD consent to enroll your license, certificate, or permit in the program.

By choosing "No" you are indicating that you understand you will be responsible for renewing your license, certificate, or permit next year by manually submitting a renewal application and payment for the annual renewal fee.

Instructions

Scroll all the way to the bottom of the page and then click **Next**.

Key Points

No key points



Step 8: Local Authority

The screenshot shows the Iowa LAPS application interface. The top navigation bar includes the Iowa Department of Revenue logo, the LAPS (Licensing and Permitting System) logo, and links for Home, Public Database, and City Of Des Moines. The main content area is titled "(App-170677)" and features a sidebar on the left with a progress indicator. The sidebar items are: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations, Document Upload, Automatic Renewal, Local Authority (highlighted in blue), Review, and Attestation / Endorsement. The main form area contains several sections: a dropdown menu for "Is this License eligible for enrollment in the Automatic Renewal Program?" with options "Select", "Eligible", and "Ineligible"; a "Daytime Phone for Local Authority" field with the value "(555) 555-5555"; a "Proof of Control of Property" dropdown menu with the value "Yes"; a "Premises Zoned Properly?" dropdown menu with the value "Yes"; a "Fire Inspection Completed?" dropdown menu with the value "Yes"; a "Health Inspection Completed?" dropdown menu with the value "Yes"; a "Was a DCI background check run?" dropdown menu with the value "Yes"; a "Local Authority Email Address" field with the value "test@email.com"; and a "Previous License Number for this Location" field. At the bottom of the form, there is a "Comments" text area and a "Amount Owed to Local Authority" field with the value "0.00". The "Next" button is highlighted in red.

Instructions

- On the local authority step, along with the usual responses required, you will also be asked to indicate whether this license is eligible for enrollment in the Automatic Renewal Program.
- Based on your determination you will select **Eligible**, if you wish to consent to their enrollment.
- Click **Next**.

Key Points

ABD will still review and make the final determination regarding whether the license is eligible to be enrolled in the Automatic Renewal Program. If you determine that the license is "**ineligible**" for enrollment in the Automatic Renewal Program, ABD will not be provided with the option to enroll this license for this licensing period.



Step 9: Review

(App-170677)

Exit Save and Exit Print Long Form Application

Review NEED HELP ?

License or Permit Type

License or Permit Type	Length of License Requested
Class E Retail Alcohol License	12 Month
Tentative Effective Date	Tentative Expiration Date
2022-12-01	2023-11-30

Privileges / Sub-Permits Information

Privileges

Sub-Permits

Premises Information

Business Information

Instructions

On the **Review** step, ensure the provided information in all the sections is accurate.

Key Points

Navigate to the respective step to make changes in any of the sections.



Step 9: Review (Contd...)

IOWA Department of Revenue LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- ✓ Premises
- ✓ Ownership
- ✓ Criminal History / Violations
- ✓ Document Upload
- ✓ Automatic Renewal
- ✓ Local Authority
- Review
- Attestation / Endorsement

Yes Yes

Was a DCI background check run? Yes

Previous License Number for this Location

* Local Authority Email Address test@email.com

Comments

Amount Owed to Local Authority 0.00

DOCUMENT NAME	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Proof of Control of Property (Deed / Final Sales Contract / Lease / Written Agreement) **Purchase agreements not accepted		
Sketch		
TTB Basic Permit		

Previous Next

Instructions

Scroll all the way to the bottom of the page and then click **Next**.

Key Points

No key points



Step 10: Attestation / Endorsement

(App-170677) Exit Save and Exit Print Application

Attestation / Endorsement NEED HELP?

I endorse this application. The local authority has reviewed the accuracy of the application contents, the attached documents, and any other applicable information needed to approve or deny the issuance of the license/permit.

* Name

* Final Action

Attestation Date

Instructions

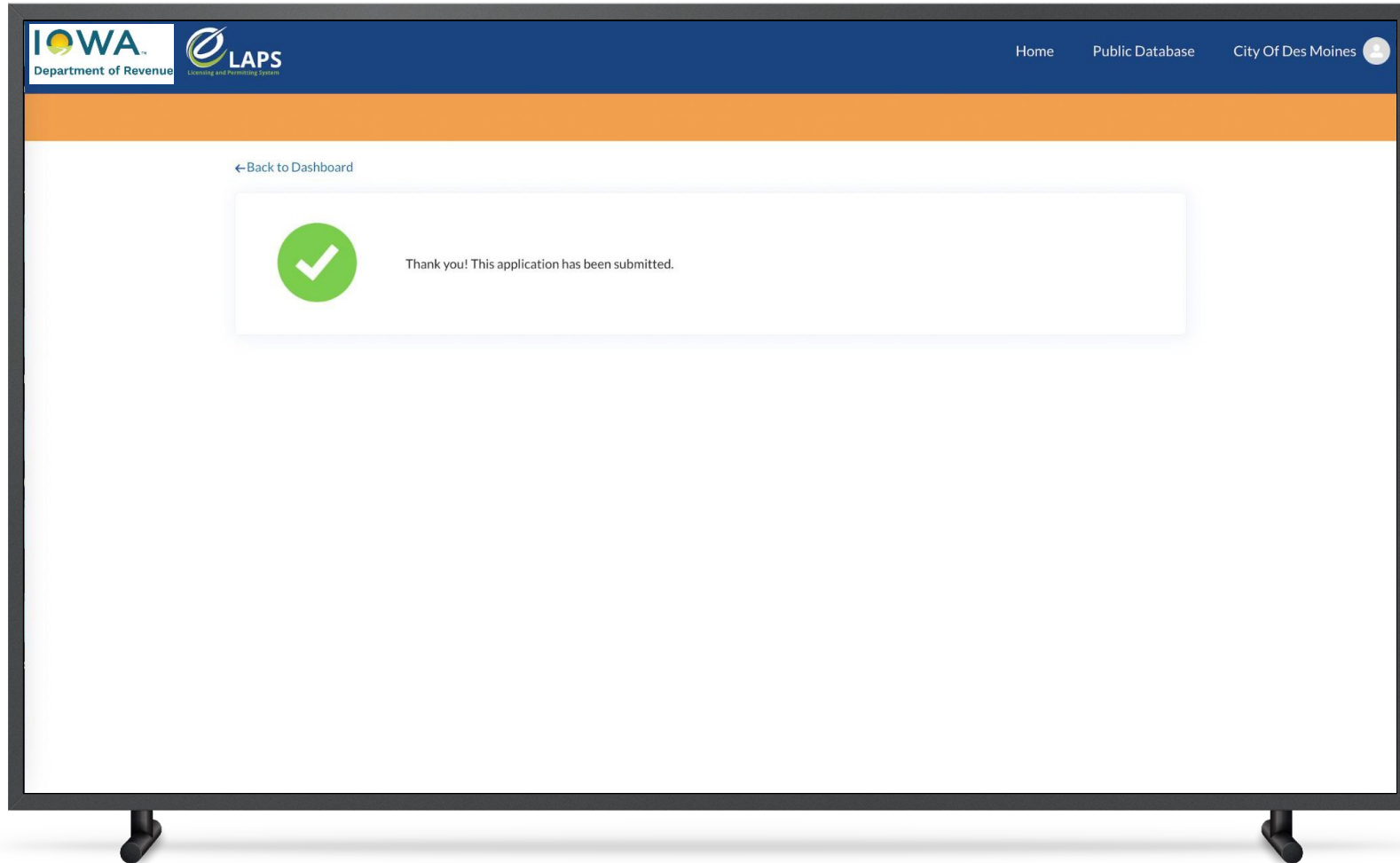
- Read the Attestation/Endorsement section carefully, select the check box to provide your consent.
- Enter the full **Name** and to approve, select the **Approved** from the **Final Action** drop-down field.
- Click **Submit**.

Key Points

No key points



Application Submission Message



Instructions

After successful submission, a thank you message will be displayed.

Key Points

Click **Back to Dashboard** to navigate to the Home page.



Local Authority Approved Application Status

The screenshot displays the LAPS interface for the Iowa Department of Revenue. The header includes the IOWA Department of Revenue logo and the LAPS (Licensing and Permitting System) logo. Navigation links for Home, Public Database, and City Of Des Moines are visible. A sidebar on the left contains menu items under 'Permits', 'My Company's', and 'Other'. The main content area shows a welcome message and a search bar with fields for Application Number (170677), License Number, and Application Status (Select). Below the search bar, application details are shown for 'Test Business- LE0003981' at 'Premise Street : 922 8th StreetDowntown Des Moines', with an application number of 'App-170677'. The license type is 'Class E Retail Alcohol License'. A table below lists application details:

Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status
New	2022-12-01	2023-11-30	Submitted to ABD

A blue box with the number '1' is located at the bottom center of the screen.

Instructions

No Instructions

Key Points

- Once the Local Authority submits the application the status changes to **Submitted to ABD**.
- ABD will review and make the final determination regarding whether the license is eligible to be enrolled in the Automatic Renewal Program.



Un-enroll License(s) from Automatic Renewal Program



Un-enroll License from Automatic Renewal Program

The screenshot displays the LAPS (Licensing and Permitting System) web application. The header includes the IOWA Department of Revenue logo and the LAPS logo. Navigation links for Home, Public Database, and City Of Des Moines are visible. A left sidebar contains menu items for Permits (Dashboard, View/Print All Licenses, Revision Requests, View all Applications) and My Company's (Users). Below the sidebar, the main content area shows a welcome message and tabs for Applications, License(s), and Tickets. The License(s) tab is active, displaying a search form with fields for License/Permit # and License/Permit Type, and a Search button. Below the search form, there are tabs for License(s), Outdoor Service Letter(s), and Temporary Transfer Letter(s). A table lists three active Class C Retail Alcohol Licenses (LC) with their respective application numbers, effective and expiration dates, and actions for viewing, printing, previewing, and downloading.

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LC0032271	Class C Retail Alcohol License (LC)	Active	2022-11-06	2023-11-05		View/Print Application Preview License Download License
LC0046006	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		View/Print Application Preview License Download License
LC0047743	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		View/Print Application Preview License Download License

Instructions

Navigate to the **Licenses** tab.

Key Points

No key points



Un-enroll License from Automatic Renewal Program

The screenshot shows the LAPS (Licensing and Permitting System) interface. The header includes the Iowa Department of Revenue logo and the LAPS logo. The navigation bar contains links for Home, Public Database, and City Of Des Moines. The left sidebar lists various menu items under 'Permits', 'My Company's', and 'Other'. The main content area displays a welcome message and a search interface for licenses. Below the search interface, there are three tabs: 'License(s)', 'Outdoor Service Letter(s)', and 'Temporary Transfer Letter(s)'. The 'License(s)' tab is active, showing a table of licenses.

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LC0032271	Class C Retail Alcohol License (LC)	Active	2022-11-06	2023-11-05		View/Print Application Preview License Download License
LC0046006	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		View/Print Application Preview License Download License
LC0047743	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		View/Print Application Preview License Download License

Instructions

- Search for the license to un-enroll from the Automatic Renewal Program.
- If you have a specific **License Number** to un-enroll, enter it and click the **Search** button.

Key Points

No key points



Un-enroll License from Automatic Renewal Program

The screenshot shows the LAPS (Licensing and Permitting System) interface for the Iowa Department of Revenue. The user is logged in as 'City Of Des Moines'. The main content area displays a welcome message and a search interface for licenses. A search for license number 'LE0003981' has been performed, resulting in a table with one entry:

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Class E Retail Alcohol License (LE)	Active	2022-12-31	2023-12-30	Enrolled	View/Print Application Preview License Download License Un-enroll from Automatic Renewal

Instructions

To un-enroll, click the **Un-enroll from Automatic Renewal** Action button.

Key Points

No key points



Un-enroll License from Automatic Renewal Program

The screenshot shows the Iowa LAPS (License and Permit System) interface. The user is logged in as the City of Des Moines. The main content area displays a table of licenses. A modal dialog is open, asking the user to confirm un-enrollment from the automatic renewal program. The dialog has two radio buttons: 'Yes' (selected) and 'No'. Below the dialog is a table with the following data:

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Class E Retail Alcohol License (LE)	Active	2022-12-31	2023-12-30	Enrolled	View/Print Application Preview License Download License Un-enroll from Automatic Renewal

Instructions

- Select **Yes** to confirm to un-enroll from the Automatic renewal.
- Click **Submit**.

Key Points

- Un-enrollment from the program must occur no later than 51 days from the expiration date of the license. If un-enrollment is done after this, the license will automatically renew for this term and will not automatically renew during the next term.
- The applicant will be notified by email of the un-enrollment and will be required to manually submit a renewal application.





This Concludes the Local Authority Approval QRG

**THANK
YOU**