



**IDR eLAPS  
Dramshop Carrier Quick Reference Guide**



Department of Revenue

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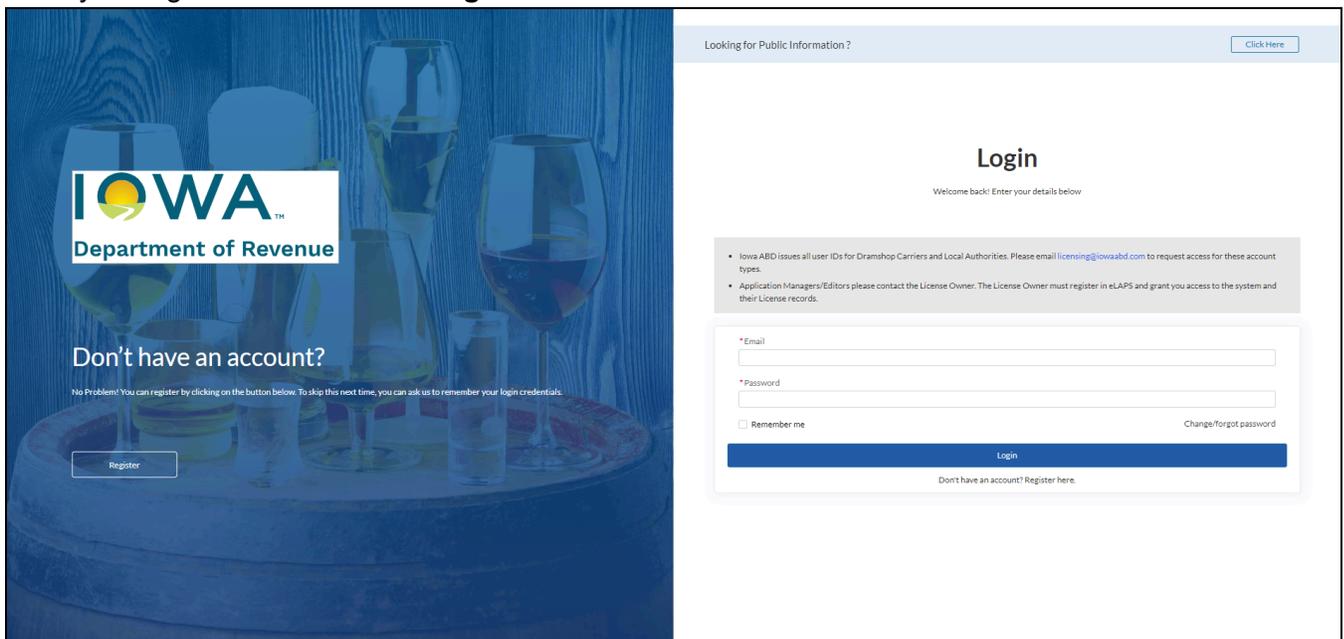
## Introduction

IDR's Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the IDR staff.

## Logging In

Dramshop Carrier accounts are set up by the Iowa Department of Revenue. The Iowa Department of Revenue issues all user IDs for Dramshop Carriers and Local Authorities. Please email [licensing@iowaabd.com](mailto:licensing@iowaabd.com) to request access for these account types.

1. Enter your login details and click **Login**

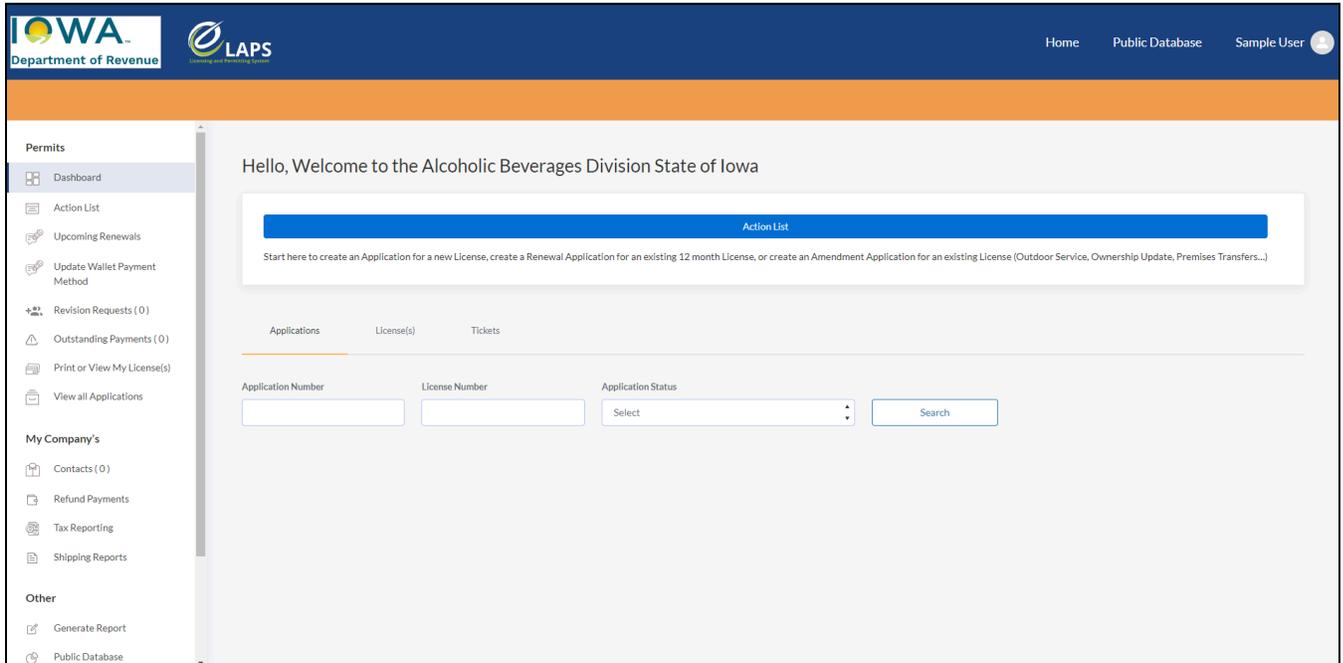


## Dramshop Policy Verification

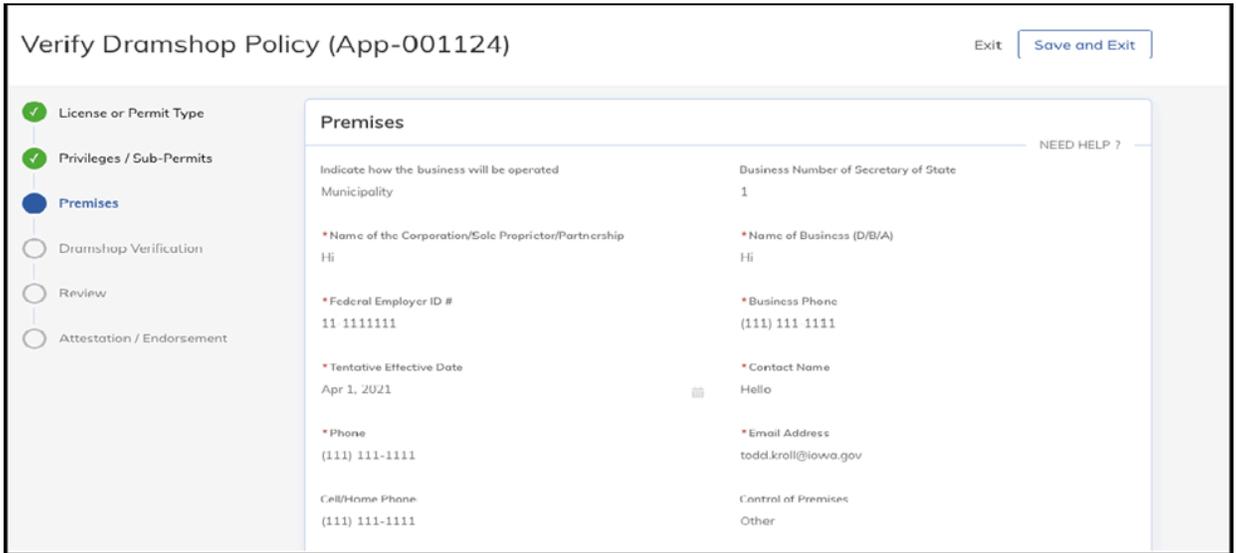
**Note:** Throughout the application process, you will see the **Exit** and **Save and Exit** options on the top right corner of each step. If you do not wish to continue, click on the **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.

Complete the following steps for Applications to be processed further.

1. Enter the **Application** or **License Number** that needs to be verified
2. Click **Search** to bring up all of the results
3. Click **Continue** on an application card to continue the review process



4. Review and confirm the **Premises** details
  - a. Scroll down and click **Next**



5. Fill in the **Dramshop Policy** details
  - a. Ensure the policy dates provided begin on or before the effective date of the Application and shall continue until the expiration date of the license or permit
  - b. All required fields have a **red asterisk** and will error if not completed
  - c. Click **Next**

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

**Dramshop Verification** NEED HELP ?

Dram Shop: Allied Insurance Group

\* Tentative Effective Date: Apr 1, 2021

\* Policy Number: A123

\* Policy Effective Date: Mar 28, 2021

\* To or Through?: Through

\* Policy Expiration Date: Aug 28, 2021

\* Policy Information Verified: Yes

\* Does this policy contain an Annual Aggregate Limit provision?: Yes

\* Annual Aggregate Limit is: \$150,000 - \$200,000

Unable to Verify Dramshop Policy

Check here to acknowledge the above

The dramshop policy must take effect on or before the day the license or permit takes effect and shall continue until the expiration date of the license or permit.

[Previous](#) [Next](#)

6. Review the details you had access to in the previous steps.
  - a. Update as needed
  - b. Scroll down and click on **Next** to proceed

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

**Review** NEED HELP ?

**License or Permit Type**

License or Permit Type: Class C Liquor License      Length of License Requested: 6 Month

**Privileges / Sub-Permits Information**

Privileges:   
 Sub-Permits:

**Premises Information**

Indicate how the business will be operated: Municipality      Business Number of Secretary of State: 1

7. Complete the **Attestation / Endorsement** section
  - a. You will need to attest that the policy contains coverage to comply with all applicable alcohol provisions
  - b. Enter your **Name**
  - c. Click **Submit**

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- ✓ Premises
- ✓ Dramshop Verification
- ✓ Review
- **Attestation / Endorsement**

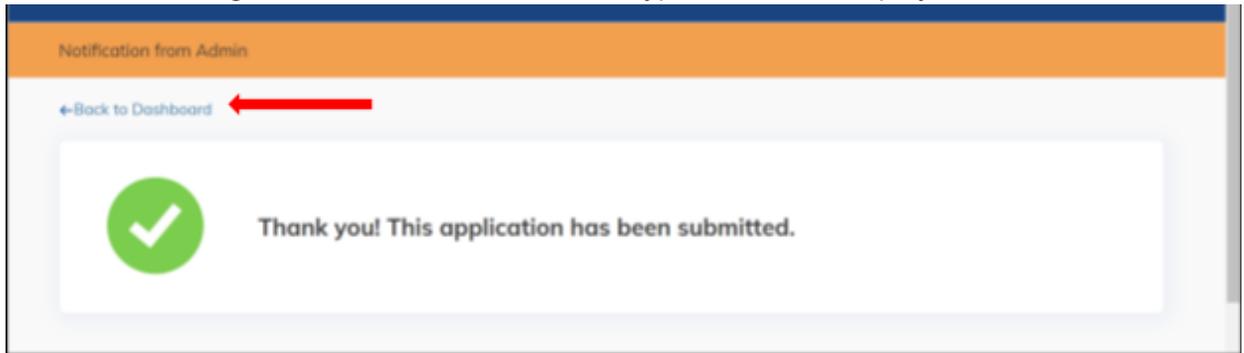
**Attestation / Endorsement** NEED HELP ?

\*  The above-mentioned policy of insurance (policy) contains coverage to comply with the provisions of Iowa Code § 123.92, 185 Iowa Administrative Code § 5.8, and all other applicable laws and rules of the Iowa Insurance Division. The policy shall be effective the day the license or permit takes effect and shall continue until the expiration date of the license or permit, unless canceled. The insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Division. The 30-day period shall begin on the date that the Iowa Alcoholic Beverages Division receives the notice of cancellation.

\*Name  Attestation Date  
2021-03-29

[Previous](#) [Submit](#)

d. A success message with a **Back to Dashboard** hyperlink will be displayed.



e. This page will also refresh and the user will be redirected to the **Dashboard**, if no action is taken on this page. Based on the license selection, **Application** status changes to either **Submitted to Local Authority** or **Submitted to IDR** and an email notification will be triggered to **Local Authority and IDR** respectively along with **Applicant**.

Notification from Admin

**Permits**

- Dashboard
- Action(s) Required (2)
- View/Print All Licenses
- View all Applications

**Other**

- Generate Report
- Public Database
- My Profile
- Logout

**Applications** | Licence (s) | Tickets

Application Number:  License Number:  Application Status: Submitted to Local Authority [Search](#)

test  
Premise Street, Test  
Class A Liquor License  
Application Number : Class A Liquor License [Continue](#)

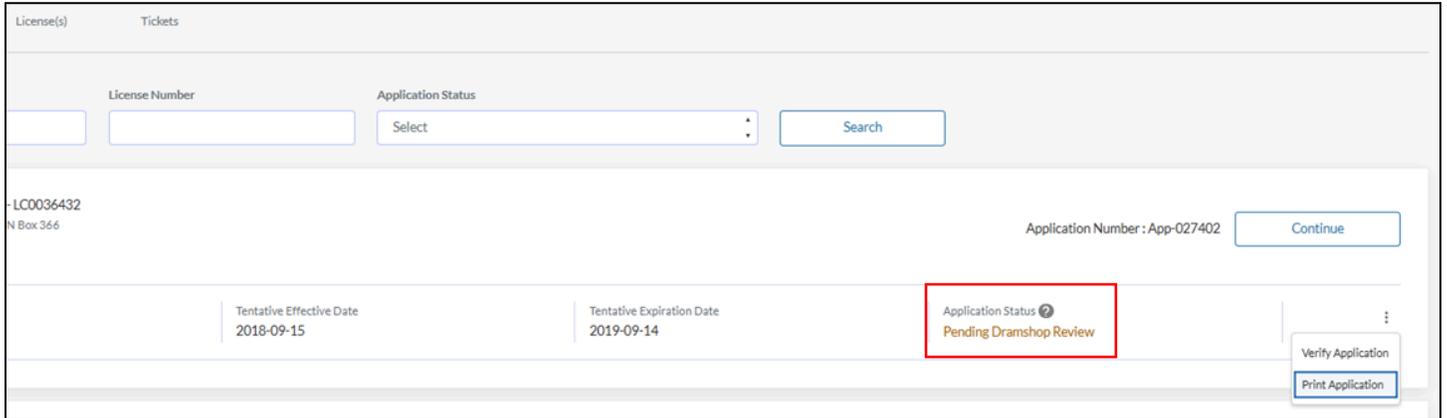
Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status
>			Submitted to Local Authority

test  
Premise Street : 3396A U.S. 166null  
Class C Liquor License  
Application Number : Class C Liquor License [Continue](#)

Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status
> Renewal			Submitted to Local Authority

## Dashboard

From the Dashboard, the Dramshop Carrier can perform more Actions depending on the Application Stages/Status.



## Application Status

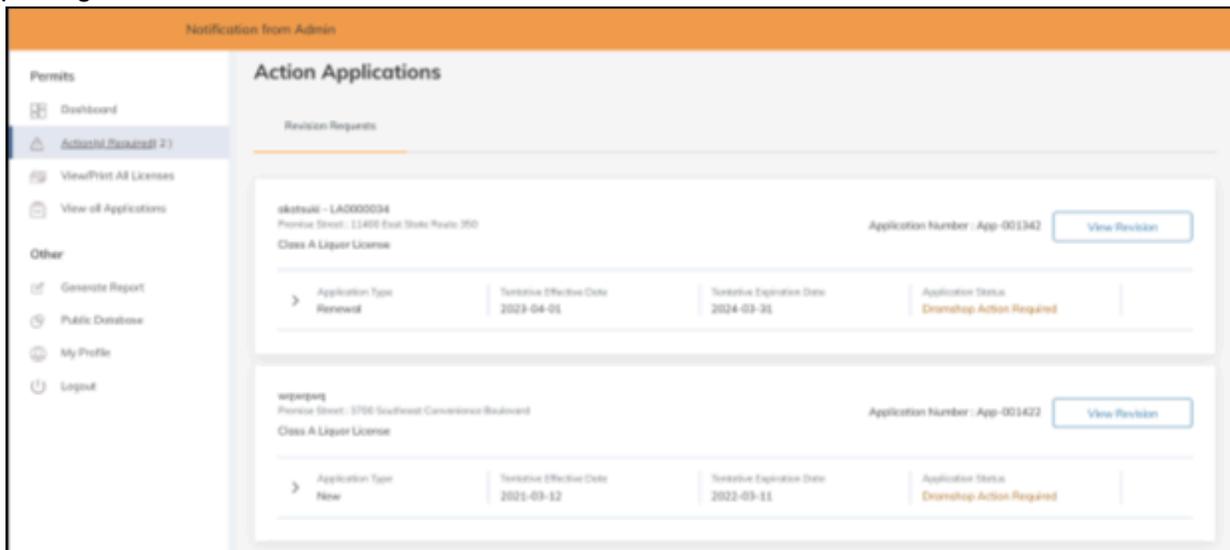
The Application Status will change to Submitted to Local Authority or Submitted to IDR depending on the jurisdiction of the local authority after the Policy verification is complete.

## Review Application

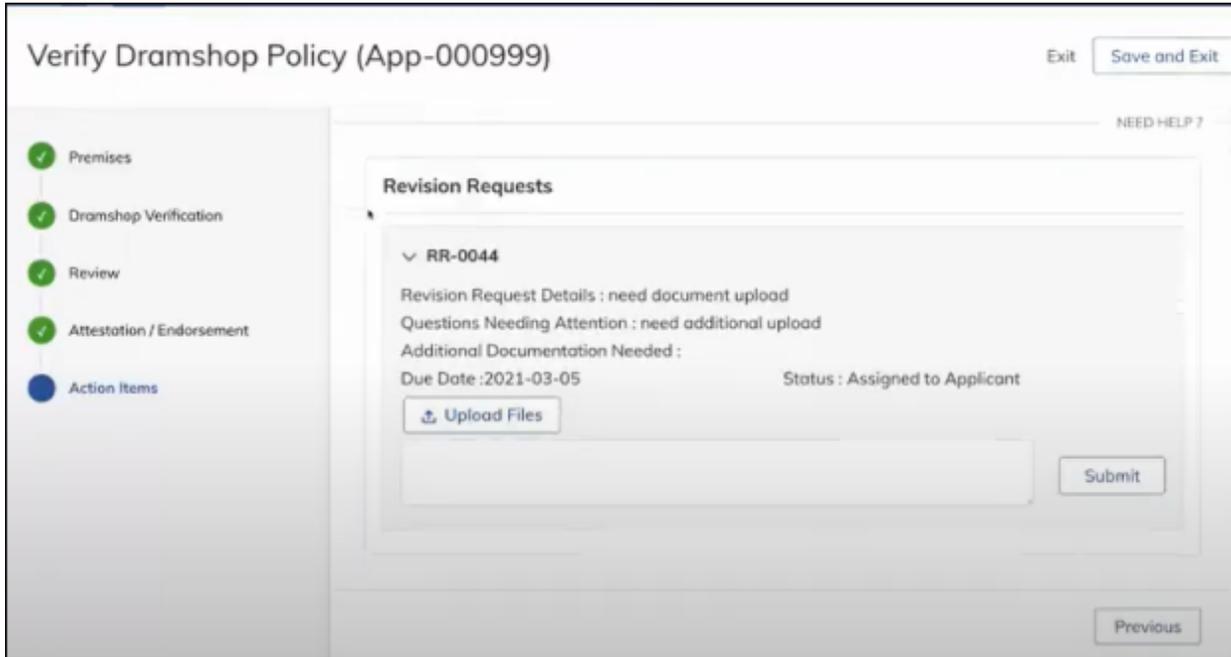
If IDR staff submits a Revision Request, then the View Revision button will be visible on the Application Below are the scenarios under which a Revision Request can be raised:

- If any Changes need to be made in application
- If any new documents or an updated document is required

Only IDR can raise a Revision Request to Applicant or Dramshop users. The Local Authority doesn't have that privilege.



1. Click **View Revision** to complete the process on the next page



This concludes the Dramshop Carrier Quick Reference Guide.