



An owner or authorized representative of a retail alcohol license must complete and submit the registration for a self-service machine, along with the requested materials.

- Approval will not be granted without a properly completed application.
- Submission of a completed registration form does not guarantee approval.
- Registration approval only applies to licensed premises listed under Section 1.
- A new registration must be submitted prior to implementing any change to the operational plan or capacity of the machine.
- An application cannot be delegated to another entity.

SECTION 1: Organization Information

Legal name: _____

Doing business as: _____

Retail alcohol license or application number: _____

Address of licensed premises: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

SECTION 2: Self-Service Machine Dispensing System

Dispensing system name: _____

Quantity of taps dispensing beer: _____

Quantity of taps dispensing wine: _____

Method of tracking technology: ☐ Use of service cards, wristbands, or tokens ☐ Other (specify) _____Maximum quantity of beer dispensed per transaction (in ounces): _____ ☐ Not applicableMaximum quantity of wine dispensed per transaction (in ounces): _____ ☐ Not applicable

Is the self-service machine programmed to automatically deactivate the service card, wristband, or other token after the programmed amount of beer or wine purchased by the consumer has been dispensed? ☐ Yes ☐ No

Is the service card, wristband, or other token deactivated at the end of each business day?
"Business day" means 6:00 a.m. until 2:00 a.m. the following calendar day. ☐ Yes ☐ No

SECTION 3: Iowa Law Compliance Monitoring

To use a self-service machine to dispense beer or wine, the retail alcohol licensee must review and agree to these requirements:

1. At the time of sale, the retail alcohol licensee, or licensee's employees, must determine the consumer is of legal age and is not intoxicated or simulating intoxication.
2. During operation, the retail licensee, or licensee's employees, must adequately monitor the self-service machine to prevent the sale or service of beer or wine to individuals who are under the legal drinking age or are intoxicated or simulating intoxication.
3. The sale of beer or wine, and the corresponding activation of the tracking technology to operate a self-service machine must be conducted in-person by the licensee, or licensee's employees, directly interacting with the consumer and cannot be automated at the machine. This condition includes reactivation of an already-issued service card, wristband, or other token for further use by a consumer.

☐ By checking this box, you agree to these terms.

SECTION 4: Verification, Acknowledgement, and Declaration

I declare that I am an owner or an authorized representative of the organization listed in section one. The information provided in this application is true and accurate to the best of my knowledge and belief. I understand that false or misleading information may result in the disapproval or cancellation of the registration of the self-service machine. I understand a new registration must be submitted prior to implementing any change to the operational plan or capacity of the self-service machine.

Signature: _____ Date: _____

Retail alcohol license owner or authorized representative name: _____

SECTION 5: Supporting Documentation

Include the following documents with your submission:

- Dispensing system contract
- Additional approval from local authority
- Any additional supporting materials or references

Submit this form by:

Email: IDRHearings@iowa.gov

Mail:

ATTN: Legal Services & Appeals
Iowa Department of Revenue
Alcohol & Tax Compliance Division
PO Box 14457
Des Moines IA 50306-3457

In person during regular business hours:

Iowa Department of Revenue
1st Floor Hoover Building
1305 E Walnut
Des Moines IA 50319