



the city of
DoravilleSM
 DIVERSITY | VITALITY | COMMUNITY

City of Doraville
 Office of City Clerk
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**Alcoholic Beverage
 Employee Pouring Permit Monthly Report**

In accordance with the City of Doraville Municipal Code Sec. 3-13(m), all alcoholic beverage licensees with a license for consumption on the premises are required to file with the City the name of the establishment, license numbers, and a list of all employees permitted to pour alcohol on a monthly basis. Like Excise Tax Return Form, this form must be completed in full for the previous month and submitted to the City's Clerk's Office no later than the 20th day of each month.

Month/ Year Reporting: _____ / _____

Business Name: _____ City Alcohol License Number: _____

Bus. Address: _____ GA Alcohol License No. & Exp.: _____

Email: _____ Bus. Phone/ Fax: _____

Did you hire any additional alcohol servers for the reporting month? Yes No

Did you, under any circumstances (termination, layoff, resignation), sever employment with any permitted servers for the month? Yes No

If you answered yes to either, please enter the employee's or employees' information in the table below. Indicate whether the employee was hired or severed and provide the date of hire or the date of separation. Attach additional sheets if necessary.

Employee Name	Date of Birth	New Hire (Yes/No)	Severed (Yes/No)	Hire/ Separation Date	Permit No.

Please list all employees currently employed in a capacity which would require an employee pouring permit. Attach additional sheets if necessary (the table and the preparer's certification continues on page 2) .

Employee Name	Date of Birth	Hire Date	Permit No.

