

STATE OF KANSAS

ALCOHOLIC BEVERAGE CONTROL  
 109 SW 9<sup>th</sup> STREET  
 P.O. BOX 3506  
 TOPEKA KS 66601-3506



DEPARTMENT OF REVENUE  
 PHONE: 785-296-7015  
 FAX: 785-296-7185  
 www.ksrevenue.org

**Notification**

A report will be submitted to the Division of Alcoholic Beverage Control for review of potential administrative action against the license, which is separate from any alleged criminal violation.

**Licensee copy**

Business Name	
Liquor license number	
Date/time of alleged violation	
Description of alleged violation	
Name of person in charge*	
Position of person in charge	

\_\_\_\_\_  
 Law Enforcement Officer Name                      Agency Name                      ORI#                      Date

\_\_\_\_\_  
 Signature of Person Receiving This Notice                      Date



**Detach and Submit to ABC**

Business Name	
Liquor license number	
Date/time of alleged violation	
Description of alleged violation	
Name of person in charge*	
Position of person in charge	

\_\_\_\_\_  
 Law Enforcement Officer Name                      Agency Name                      ORI#                      Date

\_\_\_\_\_  
 Signature of Person Receiving This Notice                      Date



**INSTRUCTIONS TO LAW ENFORCEMENT**

1. Notification must be given to the person in charge of the licensed premise at the time of the alleged violation.
2. Once the form is completed, email to KDOR\_LAA@ks.gov or fax to the number above with a copy of your report.

\*K.S.A. 41-106(e) defines person in charge as any individual or employee present on the licensed premises at the time of the alleged violation who is responsible for the operation of the licensed premise. If no designated individual or employee is in charge, then any employee present is the person in charge.