



**OKLAHOMA ALCOHOLIC BEVERAGE LAWS  
ENFORCEMENT COMMISSION  
APPLICATION CHECKLIST FOR CHARITABLE AUCTION LICENSES**

**Note the following:**

O.S. § 21 Ch. 14 Sec 463

**Offering False or Forged Instruments for Recordation**

Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office within this state, which instrument, if genuine, might be filed or registered or recorded under any law of this state or of the United States, shall be guilty of felony.

**GENERAL APPLICATION INSTRUCTIONS - CHARITABLE AUCTION**

Complete all items on pages one (1) through three (3) of the application and submit all applicable documents listed. The requested items are required as part of the application. All documents must be legible and entirely complete. Applicant must be a Charitable or Non-Profit Organization recognized by the IRS as a 501 (c) 3,4,5,6,7,8,9,10 or 19. Application may be completed and submitted by a designated contact person, but an officer of the organization must sign page two (2) and three (3).

**MAIL or DELIVER APPLICATION AND PAYMENT TO:**

Oklahoma ABLE Commission  
3812 North Santa Fe, Suite 200  
Oklahoma City, Oklahoma 73118

**QUESTIONS CONCERNING YOUR APPLICATION OR THE PROCESS SHOULD BE DIRECTED TO:**

Licensing Division  
(405) 521-3484 - Office  
(405) 521-6578 - Fax

# **Oklahoma Alcoholic Beverage Laws Enforcement Commission**

## **Charitable Alcoholic Beverage Auction License Information**

A Charitable Alcoholic Beverage Auction license allows the holder to auction one or more bottles of a wine, strong beer, or spirits. A Charitable Alcoholic Beverage Auction license is valid for two (2) days from the date of issuance. Charitable Organizations may have four (4) separate auctions per year. The cost is \$1.00 per auction. Licensees may purchase the wine, strong beer, or spirits for an auction from a retailer or accept a donation of wine, strong beer, or spirits from an individual. No more than fifty (50) gallons can be auctioned.

Charitable Alcoholic Beverage Auction applicants must be non-profit organizations as defined by the I.R.S. Code qualifying as a 501(c) non-profit organization, specifically listed in Sections 3, 4, 5, 6, 7, 8, 9, 10 and 19. Proof of the 501(c) status must be provided at the time of the application. The organization must provide a current copy of minutes electing officers and directors.

Charitable Alcoholic Beverage Auction licensees are subject to the same laws as any other licensee of the ABLE Commission. The law may be viewed on line at [www.able.ok.gov](http://www.able.ok.gov) (Legal Documents/Title 37 §521.X). Any questions concerning the law should be directed to the Enforcement Division. It is the responsibility of the licensee to be aware of all laws concerning alcoholic beverages.

## **Oklahoma Alcoholic Beverage Laws Enforcement Commission Checklist for Charitable Alcoholic Beverage Auction License**

The original application with all required attachments with **ONE** copy of all pages and attachments shall be submitted to the ABLE Commission at 3812 North Santa Fe Ave., Suite 200, Oklahoma City, Oklahoma 73118. The \$1.00 license fee must be submitted with the application. The application must be submitted at least twenty (20) days prior to the event. Questions concerning this application or the application process should be directed to the Licensing Division at (405) 521-3484; Monday through Friday from 7:30 a.m. to 4:30 p.m.

### **I. APPLICATION PAGES**

1. Page 1. Answer all questions as it applies to the entity sponsoring the auction for which the license is being requested.
2. Page 2. Obtain authorization signatures required on page 2. Read and sign statement at the bottom of page 2.
3. Page 3. Non-profit organization must complete and sign this page.

### **II. APPLICATION DOCUMENTATION TO BE SUPPLIED BY THE APPLICANT.**

1. Verification of 501(c) status with the I.R.S.
2. Minutes electing officers and directors of the non-profit organization.

# OFFICE USE ONLY

License Type \_\_\_\_\_ Effective Date \_\_\_\_\_

License Fee \_\_\_\_\_ Expiration Date \_\_\_\_\_

## CHARITABLE ALCOHOLIC BEVERAGE AUCTION APPLICATION

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Telephone Number(s) \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number(s): Office \_\_\_\_\_ Mobile \_\_\_\_\_

Telephone Number for Evening/Weekend: \_\_\_\_\_

Email Address: \_\_\_\_\_

Auction Location: (check one) _____ Indoor _____ Outdoor _____ Both		
Event/Auction Name:		
Building Name:		
Street Address:		
City/Town, State, Zip Code		
Is the auction location within city limits?	Yes	No
Auction Date(s):		
Hours of Operation:		

Auction profits will be paid to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

I understand that a false answer or omission of the forgoing questions will subject this application to denial. I/we certify that all information submitted is complete and accurate to the best of my/our knowledge. I/we hereby give any law enforcement officer the authority, without a warrant, to enter and examine the event location. The officer shall be given free access and not hindered or interfered with.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Officer of Organization)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant Contact Person)

**Oklahoma Alcoholic Beverage Laws Enforcement Commission  
Organization Questionnaire**

Applicant Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Officers of Organization:**

Title	Name	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Board of Directors/Trustees/Executive Committee:**

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant