



Return completed form to:  
**City Clerk's Office**  
**City of Albert Lea**  
221 E. Clark St., Albert Lea, MN 56007  
507-377-4335  
[dmaras@ci.albertlea.mn.us](mailto:dmaras@ci.albertlea.mn.us) (call to arrange payment)

**LICENSE APPLICATION**  
Tobacco - \$300 per year

Please type or print legibly

**Applicant:**

Full name \_\_\_\_\_

Home address \_\_\_\_\_ city, state, zip code \_\_\_\_\_

Home telephone number (daytime) \_\_\_\_\_

Email address \_\_\_\_\_

**Business:**

Business name \_\_\_\_\_

Business address \_\_\_\_\_ city, state, zip code \_\_\_\_\_

Business telephone number (daytime) \_\_\_\_\_

Minnesota Tax ID number \_\_\_\_\_

**Corporation (if applicable):**

Corporation name \_\_\_\_\_

List the officers and their titles \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Minnesota)

County of Freeborn) ss.

City of Albert Lea)

THE UNDERSIGNED HEREBY AGREES TO COMPLY WITH THE LAWS OF THE STATE OF MINNESOTA AND THE ALBERT LEA CITY CODE AS THEY RELATE TO THE LICENSING AND OPERATION OF LICENSES BEING APPLIED FOR. I UNDERSTAND THAT FALSIFICATION OF ANY PART OF THIS APPLICATION IS CAUSE FOR DENIAL OR REVOCATION.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE**

Date received \_\_\_\_\_ Check number/cash/CC \_\_\_\_\_

Fee received \_\_\_\_\_ City Council approval date \_\_\_\_\_

Processor initials \_\_\_\_\_



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## RIGHTS OF SUBJECTS OF GOVERNMENT DATA 'TENNESSEN WARNING'

In accordance with the Minnesota Government Data Practices Act, the City of Albert Lea is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; private information is that information which is available to you, not to the general public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

Public – name and address of applicant(s)

Private – all other information collected on the application

The information collected and required from you is to determine your eligibility for a City of Albert Lea license. If you do not supply the required information, the City of Albert Lea will not be able to determine your eligibility.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of regulatory licenses. Persons or agencies with whom this information may be shared include:

- City of Albert Lea departmental personnel involved in determining your eligibility for a license or administering the program in connection with which the application is submitted.
- Freeborn County departmental personnel involved in the program.
- City Council members (only that information needed to approve the application for a license).
- Federal, State, County, and local and contracted public auditors.
- Law enforcement personnel in the cases of suspected fraud related to the application or license.
- Those individuals or agencies to which you give your express written permission.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- The right to see and obtain copies of the data maintained on you.
- The right to be told the contents and meaning of the data.
- The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the City Manager's Office, 221 East Clark Street, Albert Lea, MN 56007-2496.

\* \* \* \* \*

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

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Signature

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Date

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Title

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Business Name or Individual's Name

## **License Application to Make Retail Sales of Cigarette and Other Tobacco Products**

To be completed by applicant when applying for a license with a city or county.

<p>Print or Type</p> <p>Applicant's Minnesota Tax ID Number</p>	<p>The Minnesota Tax ID must be issued in the same legal name of the licensee below.</p>	<p>FOR MUNICIPAL USE ONLY</p> <p>License Authority</p> <p>License Number</p> <p>Period Covered</p> <p>Date of Issuance</p>	
<p><b>Cigarettes/tobacco products will be sold</b> (a separate license is required for each location or vending machine):</p> <p><input type="checkbox"/> Over Counter      <input type="checkbox"/> Through Vending Machine      <input type="checkbox"/> Both</p>			
<p>Licensee's Legal Name</p>		<p>Federal Employer ID Number (FEIN)</p>	
<p>Business Trade Name (doing business as)</p>		<p>Daytime Phone</p>	
<p>Complete Address of Business Location (permit location)</p>		<p>County</p>	<p>Other Phone Number</p>
<p>City</p>		<p>State</p>	<p>ZIP Code</p>
<p>Mailing Address (if different than business address)</p>		<p>City</p>	<p>State</p>
		<p>ZIP Code</p>	<p>Fax Number</p>
			<p>Email Address</p>

**Type of legal organization (check one):**

Sole proprietor       Minnesota corporation: Enter date of incorporation \_\_\_\_\_  
 Partnership       Out-of-state corporation: State of incorporation \_\_\_\_\_  
 Other (describe) \_\_\_\_\_

Are you registered to do business in Minnesota?  Yes  No

**Corporate officers or partners** (attach a list if necessary)

Name	Title		
Address	City	State	ZIP Code
Name	Title		
Address	City	State	ZIP Code

**As a licensed tobacco products or cigarette retailer, I understand that:**

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature	Title	Print Name	Date	Daytime Phone
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.  
Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us