

CITY OF FARMINGTON LICENSE PROCESS

Tobacco License

A tobacco license is required to regulate the sale of all tobacco products. Please review Title 3 Chapter 7 of the city code for complete details. All licenses expire December 31 of each year. Following is the process to obtain a tobacco license:

1. Application forms and fees should be submitted to the city of Farmington at least two weeks prior to a City Council meeting.
2. A background check will be performed by the Farmington Police Department.
3. Approval is required by the City Council. Council meetings are held the first and third Mondays of every month.
4. Upon City Council approval, a license is issued. The entire application process takes approximately two weeks.
5. Fees: \$200/year

If you have questions, please contact:

Cynthia Muller, Administrative Assistant
City of Farmington
430 Third Street
Farmington, MN 55024
Tel: 651-280-6803
E-mail: CMuller@FarmingtonMN.gov



City of Farmington

Checklist for Tobacco License

Business Name: _____

Please return this list with your application materials. Incomplete applications cannot be processed until all of the items listed are received and complete.

<u>Required Documents</u>	<u>Applicant Initials</u>	<u>City Staff Initials</u>
1. Tobacco License Application (Form TLIC2009)	_____	_____
2. State form CT102	_____	_____
2. All applicable Fees (See fee schedule below)	_____	_____
3. Copy of City Tobacco Sales Regulations	_____	<u>N/A</u>

License Fees

Cigarette / Tobacco Sales (New or Renewal)	\$200
Reinstatement after Revocation	\$150 (plus Administrative Time per fee schedule)



City of Farmington
Application for Tobacco License
(Form TLIC2009)

APPLICANT INFORMATION

Applicant Name: _____ Title: _____
(First) (Middle) (Last)

Applicant Address: _____
(Street) (City, State, ZIP)

Applicant Home Phone: _____ Date of Birth: _____

BUSINESS INFORMATION

Business Name: _____

Address: _____
(Street) (City, State, ZIP)

Business Phone: _____ FAX: _____ Email: _____

Business Type: Proprietorship _____ Partnership _____ Corporation _____ LLC _____

Type of Cigarette Sales: Vending Machine _____ Display / Counter _____

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions of material facts may result in the disqualification or denial of the license. I authorize the City of Farmington to investigate the information and contact persons/organizations named on this application.

Name of Applicant (please print) _____

Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, _____.

Signature of Notary Public _____

APPROVALS

Department	Signature	Date	Comments
Police	_____	_____	_____
City Clerk/Deputy Clerk	_____	_____	_____

**CITY OF FARMINGTON
GENERAL AUTHORIZATION AND RELEASE OF DATA**

In order to comply with State and Federal Data Privacy Act Laws, the city of Farmington is requesting your authorization and consent to permit the city to conduct a background investigation. Please provide the following personal data, read the paragraphs below and sign where indicated.

Full Name: _____
(First, Middle, Last)

Address: _____
Number Street City County State Zip Code

Date of Birth: _____ Driver's License Number: _____
Month/Date/Year

Have you ever been convicted of any crime, either felony or misdemeanor? _____ If yes, please state place and nature of offense: _____

I, the undersigned, hereby authorize and grant my informed consent to permit the Bureau of Criminal Apprehension (hereafter "BCA") and the Farmington Police Department (hereafter "FPD") to release to and make available to the City of Farmington, Minnesota (hereafter "city") and/or its representatives all data classified as private which concerns me and which may be in your possession. The data, classified as private under M.S. 13.02, Subd. 12, includes all data which has been collected, created, received, retained or disseminated in whatever form which in any way relates to my dealings with the BCA and/or the FPD. I understand the purpose of permitting the city to have access to this information is to determine my suitability for licensure.

By signing this authorization, I hereby release the BCA and the FPD from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the city from any and all liability for its receipt and use of data received pursuant to this consent. I understand that if I am rejected on the basis of a criminal conviction, I will be notified in writing and be given rights of redress subject to applicable laws. I also understand that I am not legally required to sign this form, but if I do not, the city will not be able to determine whether my conviction record is a license-related consideration.

This authorization shall be valid for a period of one year, but I reserve the right, at any time prior to that expiration, to cancel the written authorization by providing written notice to the city of that intent.

(Signature)

(Date)

(Full Name Printed)

Please return to:
City of Farmington
Attn: Administration
430 Third Street
Farmington, MN 55024

CITY OF FARMINGTON – DATA PRACTICES ACT NOTICE

Minnesota law requires that you be informed of your rights as they pertain to private information (“private data”) collected from you by the city of Farmington (“the city”). Private data is that information held by the city which is available to you, but not to the public.

You have the right to refuse to provide the information requested on this application form, however, without certain information, the city may be unable to approve the license applied for. If you feel that certain information requested is an unwarranted invasion of privacy, please contact the Human Resources Director.

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

- City personnel, including law enforcement personnel, administering the license program;
- The Bureau of Criminal Apprehension;
- The city attorney and support staff of the city attorney’s office;
- Federal, state, local, and contracted private auditors;
- Federal and State agencies with oversight or responsibility related to the licensed business;
- Those individuals or agencies as to whom you give your express written permission for release of the information.

Unless otherwise authorized by state statute or federal law, other governmental 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 data maintained about you;
- The right to be told the contents and meaning of the data; and
- The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Farmington Human Resources Director at 430 Third Street, Farmington, MN 55024 (651) 280-6800. I have read and I understand the above information regarding my rights as a subject of government data.

Applicant

Date

