



# City of Dallas Server I.D. Card Application

## \$25.00 Non-Refundable Permit Fee

I, the undersigned, hereby authorize the City of Dallas Marshal's Bureau, Dallas, Ga. to receive or obtain any criminal and/or driver's history information about me from the rules of any criminal justice agency.

I, the undersigned, hereby swear or confirm that I have not pled guilty, nolo contendere to, nor have I been convicted of any felony in the past three (3) years. I also swear or confirm that I have not had a conviction, or pled nolo contendere to any crime of furnishing alcoholic beverages to underage persons, or a record of other conduct prohibited by city ordinance.

I, the undersigned, understand that I am to comply with the City of Dallas Alcohol Ordinance (Chapter 4) that can be obtained from my employer or at [www.dallasga.gov](http://www.dallasga.gov)

### To be completed by applicant: (print legibly) SECTION 1 of 3

Name: \_\_\_\_\_  
Last First Middle (Maiden name if it applies)

DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Wgt: \_\_\_\_\_ Hgt: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City State

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Restaurant: \_\_\_\_\_ Phone #: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date: \_\_\_\_\_ (NO record) \_\_\_\_\_ (Record: Eligible) \_\_\_\_\_ (Record: NOT eligible) \_\_\_\_\_

Receipt #: \_\_\_\_\_ Approved/Denied by: \_\_\_\_\_

# City of Dallas Server I.D. Card Application



## TO BE COMPLETED BY APPLICANT SECTION 2 OF 3

I, \_\_\_\_\_ (Applicant's Name), do hereby authorize a review of and full disclosure of all records concerning myself to any duty authorized agent of the City of Dallas, whether the said records are of public, private, or confidential nature, including any criminal and/or driving history record information pertaining to me which may be in the files of any federal, state, or local agency (under purpose code E). Authorization is also given the City of Dallas to recheck and review the records at the City's discretion.

I, \_\_\_\_\_ (Applicant's Name), understand that any information obtained by a personal history background, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for eligibility for a City of Dallas Server ID card. A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I, \_\_\_\_\_ (Applicant's Name), give consent to perform periodical criminal history checks for the duration of the validity of the City of Dallas Alcohol Server ID, which shall not exceed three years from the date of authorization, and/or for the duration of employment with (restaurant) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ DOB \_\_\_\_\_ Date \_\_\_\_\_

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

Phone: \_\_\_\_\_ SS# \_\_\_\_\_

*To be completed by Notary/City of Dallas Marshal Personnel*

Notary \_\_\_\_\_

Date \_\_\_\_\_

*This confirms that a criminal history was run on the above subject:*

\_\_\_\_\_ *(Signature of City of Dallas Marshal Bureau Personnel)*



# City of Dallas Server I.D. Card Application

## TO BE COMPLETED BY APPLICANT SECTION 3 OF 3 Affidavit Verifying Status for City of Dallas Public Benefit Application

### O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a alcoholic beverage employee permit/id card (Server ID), as referenced in O.C.G.A. § 50-36-1, from the City of Dallas, the undersigned applicant verifies **one** of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
  
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States (must provide permanent resident card)
  
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.  
My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided a copy of at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

***The secure and verifiable document provided with this affidavit can best be classified as:***

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in: \_\_\_\_\_ (City), \_\_\_\_\_ (State).

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

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC  
\_\_\_\_\_

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize DALLAS POLICE DEPARTMENT to conduct an inquiry for  
Agency/Company  
 the purpose listed below and receive any Georgia and/or national criminal history record information  
 as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

- This authorization is valid for \_\_\_\_\_ days from date of signature.
- I, \_\_\_\_\_, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

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

\_\_\_\_\_  
 Attorney for Individual (Pur E and U Only) Bar Number Date

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check one)

<b>NON-CRIMINAL JUSTICE PURPOSES</b>	
<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	P - Public Records (no consent required)
<b>PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)</b>	
<input type="checkbox"/>	U - Personal Copy
<b>CRIMINAL JUSTICE EMPLOYMENT</b>	
<input type="checkbox"/>	J - Civilian Criminal Justice Employment (State & Ill Info Received)
<input type="checkbox"/>	Z - Sworn Criminal Justice Employment (State & Ill Info Received)

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: \_\_\_\_\_  
 Wanting Agency Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Agency Designee Signature and Title

## Applicant Privacy Rights

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a non-criminal justice purpose (such as an application for criminal justice or non-criminal justice employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may find information regarding how to obtain a copy of your Georgia criminal history record at the GBI website: <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions> Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.edo.cjis.gov>
- If you decide to challenge the accuracy or completeness of your criminal history record, you should contact and send your challenge to the agency that contributed the questioned information. If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions> Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

## Privacy Act Statement

*This privacy act statement is located on the back of the (blue) FD-258 fingerprint card.*

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principle Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 02/04/2021

## **Applicant Privacy Rights Notification Signature Form**

Applicant Notification and Record Challenge:

Your fingerprints or name-based consent will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure of obtaining a change, correction or updating an FBI identification record is set forth in Title 28, Code of Federal Regulations (CFR), 16.34. Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 through 16.33 or review the FBI website.

**By signing this document, I affirm that I have read and received a copy of the Applicant Privacy Rights and Privacy Act Statement**

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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- If agency policy permits, the officials may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may find information regarding how to obtain a copy of your Georgia criminal history record at the GBI website: <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions> Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.edo.cjis.gov>
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- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

**COPY TO BE PROVIDED TO APPLICANT AFTER SIGNATURE FORM IS SIGNED AND DATED**



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Principle Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 02/04/2021

**COPY TO BE PROVIDED TO APPLICANT AFTER SIGNATURE FORM IS SIGNED AND DATED**

## Sec. 4-13. - Employee permits.

- (a) No person shall be employed to dispense, sell, serve, take orders, or mix alcoholic beverages, or be in any managerial position, by an establishment holding a license for the sale of distilled spirits by the package or for consumption on premises or an establishment holding a license for malt beverage or wine for consumption on premises unless such person has been approved by the chief marshal or his designee. The individual named on the alcoholic beverage license as the managing agent for such establishment shall be exempt from obtaining an employee permit.
- (b) Upon approval by the chief marshal or his designee, such person shall be issued an employee permit which shall contain the name, expiration date, and photograph of such employee. Such employee permit shall remain the property of the City of Dallas, Georgia and shall be in the possession of the employee at any time he or she is working at any licensed establishment, and shall be produced upon the request of any law enforcement officer of the City of Dallas, Georgia.
- (c) No permit shall be issued until such time as a signed application has been filed with the Dallas Marshals Bureau and upon the payment of the non-refundable fee designated in City of Dallas, Georgia schedule of fees. The applicant shall furnish, at the time of presenting the application, a valid current identification. Such application shall contain the following information: Applicant's name, date of birth, height, weight, race, sex, address, telephone number, and disclosure of arrest record. Applicant must consent to and provide fingerprints to obtain and inspect any criminal history on such applicant which is in the possession of any law enforcement agency.
- (d) No person shall be granted an employee permit that has been convicted, plead guilty, or entered a plea of nolo contendere to any crime involving the sale or furnishing of alcoholic beverages to an underage person or any felony within three years of the date of the application.
- (e) No person shall be granted an employee permit if he or she has been the holder of an alcoholic beverage license or employee permit which has been revoked within five years of the date of the application.
- (f) An employee permit shall be valid for three years from the date of issue. At the expiration of three years, the employee permit may be renewed upon the submission of a renewal application, the payment of the appropriate fee, and upon determination that such individual remains qualified under this chapter.
- (g) The employee permit is non-transferable and is valid only for the individual named on the permit. Such permit is valid for the individual named while employed in any establishment licensed in the City of Dallas, Georgia.
- (h) An employee permit may be suspended or revoked by the chief marshal if it is determined that the individual has violated any provision of this chapter or committed any offense which would make him or her ineligible to hold such a permit.
- (i) Falsifying or failing to disclose any information required by this chapter shall be grounds for

denial or revocation of the employee permit.

- (j) Notification of any denial, suspension, or revocation of an employee permit shall be in writing and served either in person or by certified mail and shall contain the reasons for such action and the notice of the right to appeal the decision.
  - (1) Decisions of the chief marshal that adversely affect or aggrieve any applicant, certificate holder, or permit holder under this chapter may be appealed to the alcohol review board as provided in section 4-12 of this Code. All appeals shall be submitted in writing to the chief marshal within ten calendar days after notification of the adverse decision.
  - (2) A hearing shall be conducted on each appeal within 30 days of the date of the filing of the written appeal, unless a continuance of such hearing is agreed to by the appellant and the chief marshal, or unless the hearing is rescheduled by the hearing officer. The appellant at such hearing shall have the right to be represented by an attorney, at the expense of the appellant, and to present evidence and cross-examine witnesses.
  - (3) The appellant shall be notified in writing of the date and time of the hearing at least seven calendar days prior to the date of the hearing.
  - (4) The findings of the alcohol review board shall be final unless appealed within 30 days of the date of the finding by certiorari in writing to the Superior Court of Paulding County, Georgia.
- (k) No licensee shall allow any employee or manager required to hold an employee permit to work on the premises unless the employee or manager has in their possession a current valid employee permit. Provided, however, that an individual may be employed for a period of time not to exceed 14 days pending the submission of the application to and the approval of the permit by the marshals bureau.

( Ord. No. OA-2015-03, 11-2-2015 )

Sec. 4-12. - Hearing on denial, suspension or revocation or imposition of monetary administrative penalty.

- (a) Before the denial of any application, including a renewal application, for an alcoholic beverage license or for the transfer of any alcoholic beverage license, or the revocation or suspension of any existing alcoholic beverage license, or for the imposition of a monetary administrative penalty against a licensee, the applicant or licensee, as the case may be, shall be given notice in writing from the City of Dallas, Georgia marshal to show cause before the alcohol review board at a time and place specified therein not less than three days nor more than 30 days from the date of service of the notice, why such application for license or for transfer of license should not be denied, or why such license should not be revoked or suspended as the case may be, or why a monetary administrative penalty should not be imposed, stating the grounds therefore, and at the appointed time and place the applicant or licensee shall have an opportunity to show cause, if any exist, why such application should not be denied or such license revoked or suspended or a monetary administrative penalty imposed after which the alcohol review board shall take such actions as he or she in his or her judgment and discretion, shall deem warranted under the facts. All decisions of the alcohol review board shall be in writing with reasons therefore stated and mailed or delivered to the applicant or licensee.
- (b) The decision of the alcohol review board shall be final unless appealed within 30 days by certiorari to the superior court of Paulding County. If the decision is appealed, the City of Dallas, Georgia solicitor or his designee shall represent the City of Dallas, Georgia in superior court.
- (c) In all instances of a denial of any application for an alcoholic beverage license or the revocation of any existing alcoholic beverage license, the applicant, licensee or any person(s) with 25 percent or more interest, shall not reapply for a license for at least one year from the final date of the denial or revocation.

( Ord. No. OA-2015-03, 11-2-2015 )