



**LOCATION AND SALES OF TOBACCO PRODUCTS
PERMIT APPLICATION CHECKLIST**

This Checklist is provided as a quick reference guide for retailers applying for a new or renewal *Location and Sales of Tobacco Products Permit*.

1. Be certain you have read and understand all of the information concerning the City of Boston *Limiting Tobacco Access by Youth Ordinance*, including requirements for sales and signage, and the ban on distribution of free tobacco products. (These documents are included in this package.)
2. In the Application, enter information in each numbered section, leaving nothing blank. If an item does not apply (for example, you are not 'doing business as' any other name), write 'N/A' (not applicable).
 - a. Check or mark with an 'X' your establishment's business category (or describe, if not listed), and the type of sales you have or will have.
 - b. Circle 'Yes' or 'No' (Y/N) as applicable in the questions in item #12.
 - c. Enter the Federal ID number (FEIN) of your business, or your Social Security Number, then sign and date the Application.
3. Read and initial each statement of the Location and Sales Owner / Operator Statement.
4. Make a COPY of your Massachusetts State Department of Revenue (DOR) *Retailer's License for Sale of Cigarettes* (Form CT-3) and include with the Application. If you have not yet received your license but have paid for it, provide a copy of your receipt or letter from the DOR indicating that you have applied for the license.
5. Make out a check or Money Order in the amount of \$100.00 to the Boston Tobacco Control and Prevention Program (BTCP).
6. Bring or mail the Application, Statement, DOR License copy, and check/Money Order to the BTCP at 1022 Massachusetts Ave, Boston, MA 02118.
7. Make a sufficient number of copies of the Tobacco Retail Establishment Employee Agreement for every employee in your establishment, and have each employee read the required information and sign the Agreement. **DO NOT RETURN THESE WITH YOUR PERMIT APPLICATION.** They must be kept on file in your employees' personnel files. Failure to have these signed Agreements on hand is a violation of the Ordinance and may result in a penalty.

If you have questions or need language translation or assistance with any of the procedures, please call 617-534-4718. We can also provide free educational training for your employees, at your establishment.