



Before we file your Tobacco permit

Fill in what you can, on screen or by hand, and send it back to us. This form consolidates the Texas Comptroller's Retailer Cigarette, Cigar and Tobacco Products Permit application (Form AP-193) so you only provide each item once. Calibre Licensing Services prepares and files the application and follows up with the Comptroller until the permit is issued and ready to post in your store. If you are missing something, leave it blank and we will help you get it.

Before you can apply you need an active Texas sales tax permit for the location. Don't have a sales tax permit, entity, DBA or EIN yet? We file all of them. Just note it on the form. Planning to sell e-cigarettes too? That is a separate permit, filed right after this one, with its own checklist.

1. Permit Requested

Are you renewing an existing permit or replacing one after a change of ownership? ☐ Yes ☐ No

If yes: existing permit number

Are you already selling cigarettes, cigars and tobacco products at this location? ☐ Yes ☐ No

Selling without a permit carries a \$50 late fee per location. Tell us so we can file right away.

2. Taxpayer Information

11-digit Texas taxpayer number (sales and use tax)

Required before the Comptroller will issue the permit. No sales tax permit yet? We can file it.

Legal name of the entity

Sole owner or partners: first name, middle initial, last name. Otherwise the corporation or LLC name exactly as registered. No entity yet? We can register it.

Mailing address for tobacco correspondence

Street, P.O. Box or rural route

City

State

ZIP

County

Business e-mail address

Person primarily responsible for this business

Name

Daytime phone

Mobile

Fax (optional)



3. Commercial Business Location

The store where products are sold or stored. It must have regular, posted business hours and cannot be a residence, a P.O. Box or a storage unit. Attach a page for each additional location.

Location name (store name / DBA)

No DBA yet? We can file it.

Street address (no P.O. Box)

City

State

ZIP

County

Location phone

Planned start date for tobacco sales
(mm/dd/yyyy)

Person primarily responsible for this location

Name

Phone

Mobile

Fax (optional)

Is this a commercial business location with regular, posted business hours?

☐ Yes ☐ No

Is the location inside the city limits?

☐ Yes ☐ No

If yes: which city

Will you keep the tobacco books and records at this location?

☐ Yes ☐ No

Will you sell or store cigarettes, cigars and tobacco products from this location?

☐ Yes ☐ No

Does the location include a humidor (a cigar storage area with a humidifying device)?

☐ Yes ☐ No

4. Internet, Mail Order & Telephone Sales

Texas law requires anyone delivering cigarettes to Texas customers by internet, mail or phone order to register and collect tax.

Will you sell cigarettes over the internet, by mail order or by telephone?

☐ Yes ☐ No

If yes: e-mail address or website used for those sales

Planned start date for online sales

5. Vending Machines

Skip this section if you will not sell cigarettes or tobacco products from vending machines.

Will you sell cigarettes, cigars or tobacco products from vending machines?

☐ Yes ☐ No

Do you own the vending machine(s)?

☐ Yes ☐ No

**If no: machine owner's name and
mailing address**



Do you own the products displayed for sale in the machine(s)?

☐ Yes ☐ No

Will you also sell or store products other than through the machine(s)?

☐ Yes ☐ No

Will you sell or store products at the location where the records are kept?

☐ Yes ☐ No

Where the vending machine records will be kept (must be a commercial location)

Machine 1

Make / manufacturer

Model

Serial number

Inventory number

In-service date

Location name and address (street, city, ZIP)

Placement of the machine within the location

Machine 2

Make / manufacturer

Model

Serial number

Inventory number

In-service date

Location name and address (street, city, ZIP)

Placement of the machine within the location

6. Sales from a Vehicle

Skip this section if you will not sell cigarettes, cigars and tobacco products from a motor vehicle.

Will you sell cigarettes, cigars and tobacco products from a motor vehicle?

☐ Yes ☐ No

Vehicle 1:

year

Make

Model

License plate / state

Vehicle ID number (VIN)

In-service date

Vehicle 2:

year

Make

Model

License plate / state

Vehicle ID number (VIN)

In-service date

Where the vehicle records will be kept (must be a commercial location)

7. Fees & Attachments

The tobacco permit costs **\$180 for a two-year permit period** that runs from June 1 of an even-numbered year to May 31 of the next even-numbered year, prorated by the month you apply. Retailers must buy cigarettes and tobacco products only from Texas-permitted distributors and wholesalers, never from other retailers. Permits are non-transferable, must be displayed in the store, and the Comptroller allows a minimum of 16 business days for processing. Selling without a permit carries a **\$50 late fee per location** and is a Class A misdemeanor.

☐ I would like CLS to prepare a power of attorney so CLS can sign and submit on my behalf



Calibre Licensing Services

Tobacco Permit Intake Form

(346) 767-7855
info@calibretx.com
calibretx.com

What happens next. We file the tobacco permit and, if you sell vapor products, the e-cigarette permit right after it. The permit expires on May 31 of the next even-numbered year; we track the renewal date and remind you before it comes up so you never operate on a lapsed permit.

Completed by (name)

Phone

Date

Questions while filling this in? Call **(346) 767-7855** or e-mail **info@calibretx.com**. We reply within 24 hours.