

Department of Revenue Alcohol Beverage Licensing FAQs

Q1. How do I use SCBOS to renew my ABL license?

Answer:

New Users to SCBOS:

1. Create a user name and password by first selecting the "Sign Up" link located in the top-right of the page.
2. Once signed up, select the "SCDOR - Alcoholic Beverage License Renewal" link. You will be asked to enter the file number printed on the top right corner of the renewal form.

Existing Users on SCBOS:

1. Login using your user name and password.
2. Select the "SCDOR - Alcoholic Beverage License Renewal" link. You will be asked to enter the file number printed on the top right corner of the renewal form.
3. Confirm the information; submit to shopping cart; checkout and pay. Visa, Master Card® and Electronic Funds Withdrawal may be used to pay. There are no additional fees to pay online.
4. Print Receipt.
 - Print temporary ten-day license letter by selecting the View icon corresponding to the renewed license.

If you have general questions concerning ABL renewals, please call (803) 898-5398 or 898-5864.

If you have any questions concerning online renewals, please call SCBOS HELP at (803) 898-5690.

If you renew online you will not need to mail in form ABL-565.

Q2.

What is the online process for obtaining an Alcohol Beverage license?

Answer:

There is no online process for obtaining a **new** ABL. You must file by paper using the [ABL 901 form](#). Renewals are still available online.

Q3.

What are the possible attachments?

Answer:

- Affidavit of Publication (All ABL requests)
- Copy of bylaws (for Non-Profit Private Club only)
- SLED Criminal Records Check (All ABL requests)
- Copy of Lease, Deed or Tax Bill (All ABL requests)
- Consent and Waiver (All ABL requests)

Attachments can be uploaded or faxed to (803) 898-5899.

Q4.

Is a Retail Sales Tax License required?

Answer:

In addition to your beer and wine permit and before you sell any item, you must first obtain a retail business license (sales tax license) from the South Carolina Department of Revenue (§ 12-36-510).

Q5.

Where can I access informational pamphlets for beer, wine, and liquor?

Answer:

Informational Pamphlets for Beer, Wine and Liquor are located on the [Department of Revenue website](#).