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## NOTICE

### IMPORTANT INFORMATION REGARDING

### NEW RETAIL TOBACCO LICENSE APPLICATIONS & THE RENEWAL PROCESS

On December 18, 2023, the Maine CDC Health Inspection Program will be implementing a NEW online tobacco license system through the Agency License Management System (ALMS).

#### What to expect for all future retail tobacco license renewals:

- All current retail tobacco licenses expire on March 31, 2024.
- On or after January 31, 2024, HIP will email renewal notices within 60 days of renewal to all retail tobacco licensees.
  - Use the access code within this email to renew any tobacco license for the April 1, 2024-March 31, 2025, license season. Licensees without an email on file will receive a hard copy paper renewal notice in the mail. HIP recommends that your license be renewed online for more efficient processing time, which will allow you to print your license after it is reviewed.
  - Hard copy paper renewals will be accepted; however, you may experience longer processing time.
- ALMS will provide clear instructions on how to complete the online license renewal.
- Licensees will be able to complete the license renewal transactions at any hour of the day, any day of the week.
- ALMS accepts debit and credit card payments, including Visa, Mastercard, American Express & Discover. You will experience a lower transaction cost of \$1.50 for each renewal.
- ALMS provides immediate email confirmation that the renewal request transaction has been received by the applicant.
  - Please remember that this email confirmation is not the actual license.
- Following the online renewal transaction request and review by HIP, you will receive your retail tobacco license by email, if an email address is on file.
- Please be sure to remember your requirement to print the license and post it in the establishment, upon receipt.

ALMS will be used for all new or change of ownership retail tobacco licenses, as well. After the initial application is processed, applicants/ licensees will follow the same process for renewals as listed above. For new applications, the processing fee is \$2.00 and may be completed online, using the licensing portal located here:

[https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board\\_number=2450](https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=2450)

- Reminder – Renewals cannot be completed unless within 60-days of renewal.

The Health Inspection Program is happy to offer this updated service to you! Should you have any questions, please contact us at [TobaccoLicensing.DHHS@maine.gov](mailto:TobaccoLicensing.DHHS@maine.gov).