

INSTRUCTIONS ON HOW TO COMPLETE RLPS APPLICATION TO OBTAIN YOUR ABC CARD

- You **MUST** sign up for class at www.abcpermits.com
(Additional instructions will be sent via email after signing up)
 - Go to <https://rlps.abc.tn.gov/citizenaccess/>
 - Click on Register for an Account
 - Fill in all required information to obtain account
- Log in to account using the username and password you registered
 - Once signed in click on “LICENSES”
 - Click box agreeing to terms and click “Continue Application”
 - Click on arrow for “Permits”
 - Click “Server Permit Application” and then “Continue application”
 - Continue through the “Licenses” and click Continue Application
 - On Contact List select “Select from Account”
 - Verify mailing address is correct and click continue
- Complete steps in filling out application (leave no fields blank, put none if nothing applies)
- Upload Driver’s license or approved Government issued ID in the list provided...save and continue application
 - Review application information and edit if necessary
 - Review text and acknowledge terms and continue application
 - Follow prompts to pay \$20 application fee

**YOU MUST BRING YOUR RLPS NUMBER PROVIDED IN YOUR RLPS
ACCOUNT TO CLASS IN ORDER TO BE INCLUDED ON CLASS ROSTER**

FOR MORE DETAILED INSTRUCTIONS FOLLOW THIS LINK:

<https://www.youtube.com/channel/UCA8VOES1vkrwDVHY-RwAgHQ>