



# *Liquor Division*

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## MEMORANDUM

**TO:** Beer Keg Retailers

**FROM:** Kelly Hunt

**SUBJECT:** Beer Keg Registration Instructions

**DATE:** 11/27/06

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The following instructions pertain to the beer keg registration form.

1. Verify the purchaser is of legal age. Purchaser **must** present a valid form of identification.
2. At the top of the beer keg registration record form, record the date and time of sale. Also record your Wyoming Liquor Division license number (your customer number used to order liquor from the WLD).
3. Record your ownership name (example- Goodtimes LLC) and DBA (Example- Mike's Discount Liquor).
4. Print the purchaser's name, address and date of birth from the identification presented to purchase liquor. Ask the purchaser for their phone number and record it on the registration form.
5. Check the appropriate box and record the identification number and/or state from the purchaser's identification.
6. Remove a keg registration tag and record the tag number on the registration form. (The number appears directly below the retailer's name, address and phone number)
7. Attach the keg tag to the keg. Verify the tag can not be easily removed.
8. Have the purchaser sign the registration form under Purchaser's Signature at the bottom.
9. Sign the registration form under Licensee Representative at the bottom of the registration form.
10. File the registration form until the keg is returned. The registration form must be retained for 90 from date of sale.
11. When the keg is returned, locate the original registration form. Verify the keg tag on the keg to the registration form. Record the keg return date on the registration form and remove the keg tag from the keg. The keg tag must be retained for 90 days after date of return.

### **Mission Statement**

...to provide quality wholesale distribution services and to administer alcoholic beverage control laws for the citizens of Wyoming.