



**State of Arkansas
Department of Finance
And Administration**

DFA - ARKANSAS TOBACCO CONTROL

101 E. Capitol Ave., Suite 401

Little Rock, AR 72201

Phone: (501) 682-9756

Fax: (501) 682-9760

<https://atc.arkansas.gov>



**INSTRUCTIONS FOR OBTAINING A MANUFACTURER CIGARETTE AND/OR
TOBACCO, ALTERNATIVE NICOTINE PRODUCTS AND/OR VAPOR, E-LIQUID PRODUCT PERMIT FOR
THE STATE OF ARKANSAS**

Act 1273 of 2013 as amended, Ark Code Ann. 26-57-201 (The Arkansas Tobacco Products Tax Act of 1997) and the Rules of the Arkansas Tobacco Control Board require applicants for Manufacturer Cigarette and Manufacturer Tobacco, Vapor, and Alternative Nicotine Products Permits to take the following steps: *(check off each when completed)*

1. Complete the required Application(s) for Manufacturer Cigarette Permit and/or Manufacturer Tobacco, Alternative Nicotine Products, and/or Manufacturer Vapor, E-liquid Product Permit for submission to the Arkansas Tobacco Control Board.
2. Attach to Applications copies of any lease, rental agreement or deeds (e.g. proof of right to occupy the premises) relative to all offices, buildings and warehouses from where business will be conducted or where inventory and/or files will be stored. Attach a color copy of Driver License for every person listed on the application.
3. Include with Application(s) photos of the outside front, sides and rear of all buildings to be used for storage of tobacco inventory or files.
4. Prepare and sign the appropriate Affidavit(s) *By Applicant for Manufacturer Cigarette Permit* and/or *By Applicant for Manufacturer Tobacco, Vapor and Alternative Nicotine Products Permit*. Applicant must comply with all requirements stated in the Affidavit and complete all applicable sections.
5. **Payment: Attach Check or Money Order and make sure either is completely filled out.**
6. The completed application package must be sent to Arkansas Tobacco Control at the address listed above so that it can be timely reviewed. After the review of the complete package, and all the required attachments, the applicant will be notified by this office of the status of the Permit(s) request(s).
7. If you have any questions concerning this application, please call (501) 682-9756.