



Hennepin County Public Health
 Epidemiology and Environmental Health
 479 Prairie Center Drive
 Eden Prairie, MN 55344
 Phone: 612-543-5200 | Epi-envhlth@hennepin.us

**RETAIL TOBACCO SALES
 2024 APPLICATION
 ANNUAL LICENSE FEE \$303.00**

Check Type: New Renewal

An application must be completed and submitted by an Owner, Officer or Partner before commencing any activity requiring a Retail Tobacco Sales license under Hennepin County Ordinance 21 – Retail Tobacco Sales. **3.5 Transfers.** No transfer of any license to another location or person shall be valid without the prior written approval of the County.

Please return completed application and supporting information to this office along with payment in the form of check or money order payable to Hennepin County Treasurer in the amount of \$303.00. If opening or transferring ownership after November 1 of the current licensing year fees will be prorated to \$151.50.

Name: _____ MN Tax ID Number: _____
 (First, Full Middle and Last Name)

Business Name: _____ Business Phone: _____

Business Address: _____

City/State/Zip: _____

Name of Manager: _____
 (First, Full Middle and Last Name)

Manager's Date of Birth: _____ Manager's Phone: _____

MAILING ADDRESS – ONLY IF DIFFERENT THAN ABOVE

Address: _____

City/State/Zip: _____

IF A CORPORATION

Legal Corporate Name: _____

State Incorporated In: _____ Date of Corporation: _____

LIST ALL OWNERS, PARTNERS AND/OR CORPORATE MEMBERS

Name: _____ Date of Birth: _____
 (First, Full Middle and Last Name)

Title: _____ Phone: _____

Address: _____

City/State/Zip: _____

Name: _____ Date of Birth: _____
 (First, Full Middle and Last Name)

Title: _____ Phone: _____

Address: _____

City/State/Zip: _____

If more space is needed, attach a separate sheet

Have you ever been convicted of or cited with a Tobacco Violation?
 Yes No If **YES**, state which County violation occurred in: _____

Have all salesclerks completed a training program on the legal requirements related to the sale of licensed products and the possible consequences of license violations. Yes No

What training program did salesclerks participate in?
 "Stop Sales to Minors" training program provided by the Association for Nonsmokers-MN
 Other

If Other, provide the name of training program _____

Does this training program meet the requirements of Hennepin County approved training (see back for approved training requirements) Yes No

I certify that I have read and understand every question in this application and that the answer to every question is true to the best of my knowledge and belief. I further understand that the giving of false information in this application constitutes cause for the immediate revocation of any license issued hereunder.

Signature: _____ Date: _____

E-mail address: _____

Ordinance 21: Tobacco Retail Sales

Licensee and sales-clerk education – Approved training

Licensed tobacco retailers (“licensees”) must ensure that all sales-clerks complete a training program on the legal requirements related to the sale of licensed tobacco products and the possible consequences of license violations. Any training program must be pre-approved by Hennepin County.

Existing pre-approved training

Hennepin County has approved the “Stop Sales to Minors” online training program, available at <https://www.stopsalestominors.org/login>. The training is designed to help tobacco retailers comply with Hennepin County, state, and federal laws that regulate the sale of tobacco, electronic delivery devices, and tobacco-related devices and takes approximately one hour to complete. A review of the most recent Ordinance 21: Tobacco Retail Sales Licensee and Sales-Clerk Education Fact Sheet must also be completed.

Other training

If a licensee chooses to provide a training program other than “Stop Sales to Minors,” such alternate training programs must meet the following criteria to be considered pre-approved by Hennepin County:

- 1) Training program materials must cover the applicable federal, state, and local requirements, including updates to such requirements, that regulate the sale of Licensed Products, including but not limited to:
 - a) An overview of Licensed Products sold by the retailer;
 - b) Guidance on confirming proof of age to sell Licensed Products, with examples of sufficient proof of identification; and
 - c) An overview of the penalties associated with a violation of the applicable laws.
- 2) Training program materials may not be created, developed, or funded by the tobacco industry. Tobacco industry means manufacturers, distributors (i.e., businesses that sell products to a retailer), or wholesalers of Licensed Products (e.g., Juul, Altria, R.J. Reynolds). This includes parent companies and subsidiaries.
- 3) The training must include a review with employees of the most recent Hennepin County Ordinance 21: Tobacco Retail Sales Licensee and Sales Clerk Education Fact Sheet, provided to all licensees upon annual license renewal or approval of new license.
- 4) The training program must provide employees with proof or certification of completion.

Licensees must state at the time of renewal the training program being used. If at any time, Hennepin County determines that a licensee’s alternate training program is not in compliance with any of the above criteria, the alternate training program will no longer be pre-approved.

CONTACT

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[Hennepin.us/publichealth](https://hennepin.us/publichealth)

December 2023

To obtain this information in a different format, call: 612-543-5200.