

RESTAURANT CLASS

HOW DO I GET MY PERMIT

After you take the exam and score at least 75 we transmit your name, RLPS number and grade to the Tennessee Alcoholic Commission (TABC) via their Electronic Transmittal Form. We ask that you verify the proper spelling of your name and your RLPS number before we submit this information. Once submitted, the TABC finished processing your permit application and usually within two business days they will send you notification to go to <https://rlps.abc.tn.gov/citizenaccess/> and log on to your RLPS account and download your 5-Year Server Permit. Once you log on to your account, you should find a new record number like this:

RLPS ID	RLPS Record Type
PERSER-DAV-1803882	Server Permit
18A-NPER-SER-004551	Server Permit Application

Once you log on you can click your permit record and should be able to download your 5-year permit and then you can email a copy to your employer for their files and we recommend downloading an electronic copy to your phone as well as printing a wallet sized card to keep in your wallet or purse. The permit should look like this:



If after two business days your permit is not available on your account you can call the RLPS Help Desk Contact Number at : **615-532-2297** or email them at: **TABC_RLPS.technical@tn.gov** If they say they do not have a record of you grade being transmitted, please email us at fred@restaurantclass.com with screen shot of your RLPS number and we will match it with what we transmitted. Please make sure you are giving us the correct number when we submit your information to the TABC. Be advised if you gave us an inaccurate RLPS number we will have to get a \$15 fee to pay for processing your permit with the correct RLPS number.