

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF LIQUOR LICENSES AND CONTROL

- Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Public Information Requests, Information Services Section, No. 1, *Revised*.
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 26, 1998
- Summary of the contents of the substantive policy statement:**  
To provide public information to individuals in the most efficient, cost effective and convenient manner.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
This substantive policy is a revised document as of October 26, 1998.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Address: Information Services Section  
800 West Washington, 5th Floor  
Phoenix, Arizona 85007  
Phone: (602) 542-9067
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the address listed in question #5.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF LIQUOR LICENSES AND CONTROL

- Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Liquor License Training: Requirements and Course Outline for License Applicants and Managers, Compliance No. 3, *Amended*.
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 20, 1998
- Summary of the contents of the substantive policy statement:**  
The contents of this policy statement outline the requirements established by the Department for Liquor License training courses for applicants.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
This substantive policy is a revised document as of October 20, 1998, of Substantive Policy Statement, Compliance No. 3.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Address: Compliance Division  
800 West Washington, 5th Floor  
Phoenix, Arizona 85007  
Phone: (602) 542-9043

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Late Renewal Penalty pursuant to A.R.S. § 4-209.A, *Revised*.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

July 1, 1998

3. Summary of the contents of the substantive policy statement:

To establish a policy regarding the payment of renewal fees and when a penalty becomes due pursuant to A.R.S. § 4-209.A.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy is a revised document as of July 1, 1998.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Address: Administration  
800 West Washington, 5th Floor  
Phoenix, Arizona 85007

Phone: (602) 542-9021

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Checks or Drafts Returned to the Department by a Financial Institution, Administration Division No. 1, *Revised*.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 26, 1998

3. Summary of the contents of the substantive policy statement:

To establish a procedure to insure the cost of collecting 'bad checks or drafts' is minimized thereby conserving monetary resources.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy is a revised document as of October 26, 1998.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

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800 West Washington, 5th Floor  
Phoenix, Arizona 85007

Phone: (602) 542-9021

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