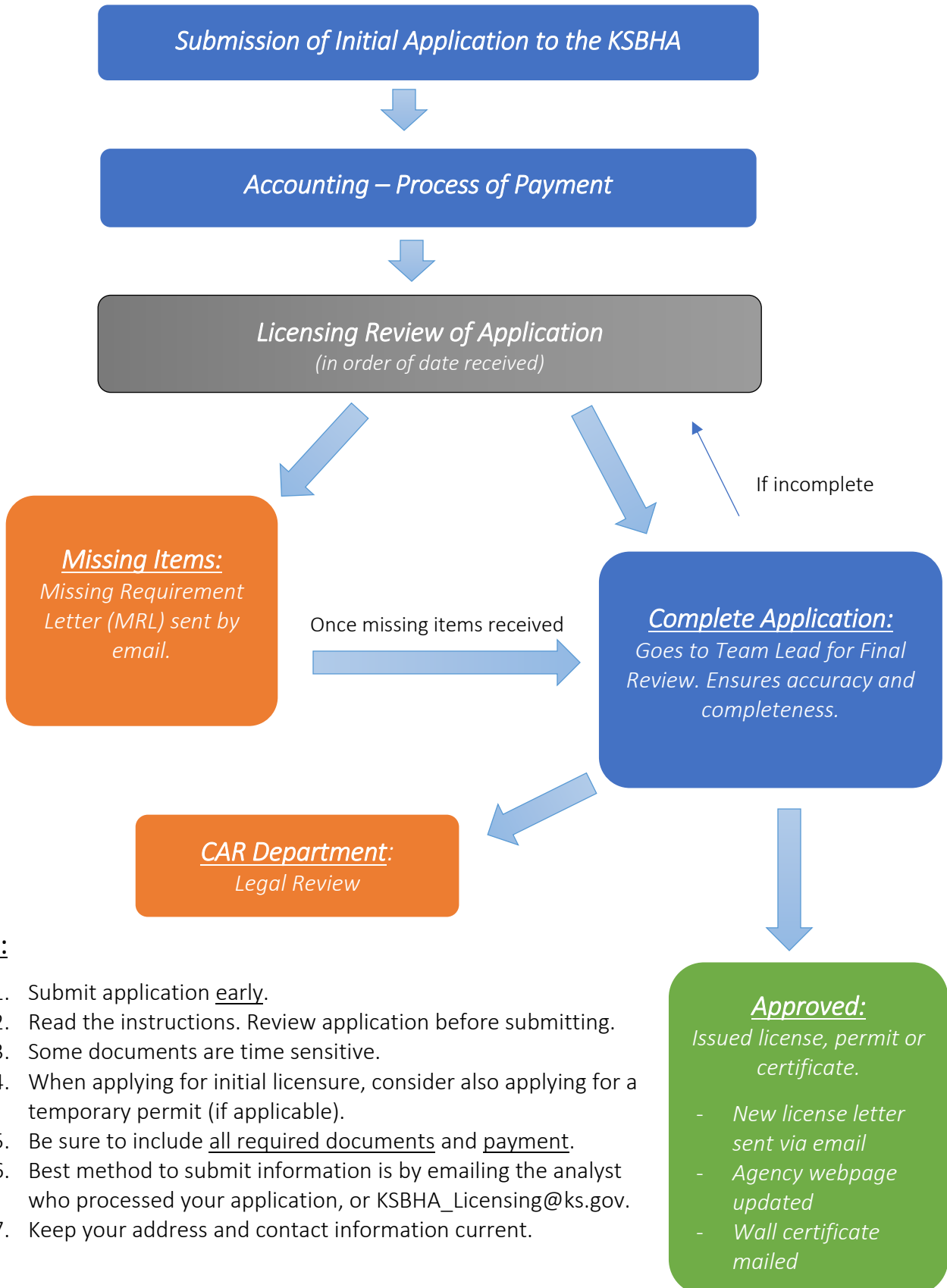


## Initial Application Licensing Process



### Tips:

1. Submit application early.
2. Read the instructions. Review application before submitting.
3. Some documents are time sensitive.
4. When applying for initial licensure, consider also applying for a temporary permit (if applicable).
5. Be sure to include all required documents and payment.
6. Best method to submit information is by emailing the analyst who processed your application, or [KSBHA\\_Licensing@ks.gov](mailto:KSBHA_Licensing@ks.gov).
7. Keep your address and contact information current.