

Dram Shop Applications/Liquor Liability Applications can be downloaded from the Diocesan website [www.scdiocese.org](http://www.scdiocese.org), Files and Documents, Catholic Mutual / Risk Management, Documents, Dram Shop Application(pdf). This will ensure that you are using the updated form.

When filling out the form, for “Effective Date Requested” and “Date of Event” please only write down the **actual date of the event**. If you write down a longer time frame then the cost of the insurance for that event will be more than the \$400 that is normally charged for a one-day event.

When you have completed the Liquor Liability Dram Shop Application, mail the original to Emmy Torson, c/o Catholic Mutual Group, 10843 Old Mill Road, Omaha, NE 68154. However, before mailing the form, you must apply on-line to the State of Iowa for a Liquor Liability license.

Go to [www.iowaabd.com](http://www.iowaabd.com). Fly-over ALCOHOL on the top menu bar and three additional categories appear, under the title Licensees click on Licensing Applications. If your parish has applied for a liquor license in the past then you should already have a Login so you can enter your User ID and Password and continue to follow the on-screen instructions. Click on Create Account and follow the instructions on setting up an account if your parish does not already have an established login. If you run into problems, the phone number for the state is 1-866-469-2223. In case you need to identify the carrier, please identify **Scottsdale Insurance Company**.

Once the on-line reporting is complete, **Scottsdale Insurance Company** will then complete the policy information needed. Once these two steps are completed, it is then forwarded to the city for the liquor license. This process now eliminates the paper certificates.