FORMAT
for an
ACKNOWLEDGEMENT OF RECEIPT OF A WINE DELIVERY
to be used by a Common Carrier when delivering Wine Sold and Shipped Directly to a New York Residential Customer for such Customer's Personal Use and Not for Resale from a New York State Licensed Wine Manufacturer or from the holder of an Out-of-State Direct Shipper's License issued by New York State

[As required by Alcoholic Beverage Control Law §§ 79-c.(3)(e)(ii), 79-d.(1)(e)(iii)]

<table>
<thead>
<tr>
<th>CARRIER’S NAME</th>
<th>CARRIER’S ADDRESS</th>
<th>CARRIER ACCOUNT NUMBER</th>
<th>CARRIER DELIVERY NUMBER</th>
<th>CARRIER’S NEW YORK STATE LICENSE NO.</th>
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<tr>
<th>WINERY-SHIPPER’S NAME</th>
<th>WINERY-SHIPPER’S ADDRESS</th>
<th>WINERY-SHIPPER’S FEDERAL BASIC PERMIT NO.</th>
<th>WINERY-SHIPPER’S HOME STATE WINERY LICENSE NO.</th>
<th>WINERY-SHIPPER’S NEW YORK STATE OUT-OF-STATE DIRECT SHIPPER’S LICENSE NO.</th>
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<tr>
<th>NAME OF PERSON RECEIVING ITEM</th>
<th>ADDRESS OF PERSON RECEIVING ITEM</th>
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**INSTRUCTIONS FOR COMPLETING THE ACKNOWLEDGEMENT OF RECEIPT OF A WINE DELIVERY**

**CARRIER CONFIRMATION OF IDENTIFICATION PRESENTED BY THE WINE RECIPIENT**

The carrier must maintain an electronic or paper record documenting that the recipient of the wine presented proper and valid identification.

1. **Examine the identification presented by the proposed recipient.**
   - Do not accept a form of identification unless you are fully familiar with its contents and have carefully compared the photograph on the identification with the person presenting it.

2. **Make a record of the type of identification you examined.**
   - For example, if a New York driver’s license is presented, check the first box in the left hand column, and the first box in the right hand column.

3. **Specify any additional facts required,** such as the name of another state, territory, country, or branch of armed forces.

4. **Record the date the identification presented will expire.**

5. **Get the signature of the person receiving the wine delivery.**

6. **Record the name of the employee making the delivery.**

7. **Record the time and date of delivery.**

**TYPE OF IDENTIFICATION PRESENTED BY THE WINE RECIPIENT**

Check one box in each of the two columns below, and specify additional facts as required.

- **Acceptable forms of identification**
  - New York State
  - Other State (specify)
  - Federal Government
  - United States Territory, Commonwealth, or Possession (specify)
  - District of Columbia
  - Provincial Government of the Dominion of Canada

- **Identification was issued by**
  - The United States Government
  - The Country of (specify)

- **Valid Passport**
  - The Country of (specify)

- **Valid Identification Card issued by the Armed Forces of the United States**
  - Identify Branch of the Armed Forces (specify)

**Expiration date of identification presented**

Month Day Year

**Signature of person receiving the wine delivery**

**Name of the employee making the wine delivery**

**Time of delivery**

AM PM

Month Day Year

**Date of delivery**

[Revised 09-30-05]