



KENTUCKY DEPARTMENT OF AGRICULTURE

Business Address
Attention Line
Address
Address

Company ID:

Access Code:

Enclosed is your **2023 RETAIL MOTOR FUEL LICENSE APPLICATION.**

In 2021 significant program **CHANGES** were made, so please review the entire multi-page form.

Effective July 9, 2021 there are new regulations governing the Motor Fuel Quality and Testing Program (302 KAR 79:011 & 79:012). The new regulations can be read in their entirety at <https://apps.legislature.ky.gov/law/kar/302/079/011reg.pdf> and <https://apps.legislature.ky.gov/law/kar/302/079/012.pdf>

BE AWARE

- Incomplete Applications will **NOT** be processed.
- Applications submitted without the \$75 per location payment will **NOT** be processed.
- The Application and Fee **MUST** be submitted to the KDA by **January 31, 2023.**

Until January 31st 2023, applications may be submitted via US Mail along with a check, cashier's check or money order made payable to the Kentucky State Treasurer mailed to the Division of Regulation and Inspection, 107 Corporate Drive, Frankfort, KY 40601; **thereafter, payments will only be accepted electronically.**

ONLINE APPLICATION SUBMISSION AND PAYMENT IS RECOMMENDED.

If you have not already done so, please register through the KDA online portal at www.kyagr.com/onlineportal to complete the application and pay the licensing fee using a credit card or ACH/electronic payment. You must use the Company ID and Access Code provided above to register for the online portal. Credit card payments made through the portal will be assessed a 2.95% processing fee and ACH/electronic payments require a \$2.00 fee.

Operating without a Retail Motor Fuel License **WILL** result in the issuance of a **Station-Wide Stop-Sale Order.**

This renewal notice is sent to you as a courtesy. Failure to receive a courtesy notice is not a legal excuse for failing to obtain a Retail Motor Fuel License by January 31.