



Michigan Department of Licensing and Regulatory Affairs
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
P.O. Box 30005
Lansing, MI 48909-7505
Phone 866-813-0011 – Fax 517-763-0053
www.michigan.gov/lcc

VIOLATION REPORT (LCC-600) INSTRUCTIONS

Before submitting the attached Violation Report (LCC-600) form to the Michigan Liquor Control Commission, please review the instructions below. This will help ensure that violation reports you submit are as complete as possible.

- Complete all applicable sections of pages 1 and 2 of the LCC-600 form.
- Do not forget to sign and date the form in section 9. Digital signatures are acceptable. Also, we need the email address for the officer(s) for sending notification of scheduled hearings.
- If you are citing a business for selling an alcoholic beverage to a minor, you must include a copy of the citation or ticket issued to the person that sold to the minor.
- Submit a copy of the police report(s) related to the complaint with the completed LCC-600 form.
- Submit a copy of any documentary evidence with the completed LCC-600 form, such as blood alcohol reports, health inspection reports, copies of receipts, etc.
- Submit a copy of any photographic or video evidence with the completed LCC-600 form.

The MLCC email server will reject emails over a total of 25mb in size. Links to large photo or video files through services like Axon or Evidence.com may be emailed; however, due to State of Michigan cybersecurity protocols, we may not be able to download photos or videos from links that our system deems unsecure. If we cannot access the links, we will notify you and arrange an alternative way to obtain the photos or videos. You may also mail a DVD or USB thumb drive* with evidence to:

Michigan Liquor Control Commission
Executive Services Division
P.O. Box 30005
Lansing, MI 48909

- The completed LCC-600 form with the accompanying police report and any applicable evidence should be emailed to:

[**lara-mlcc-violsubmit@michigan.gov**](mailto:lara-mlcc-violsubmit@michigan.gov)

*We will not return DVDs or USB drives as we keep them as part of our records.



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VIOLATION REPORT

(Authorized by P.A. 58 of 1998)

EMAIL COMPLETED REPORT TO
LARA-MLCC-ViolSubmit@michigan.gov

****Please obtain the license number and business ID (BID) number directly from the liquor license****

License No.: _____ Business ID (BID) No.: _____

1. Name of Licensee: _____

2. Doing Business As (D/B/A): _____

3. Licensed Address (Street, City, Zip Code): _____

4. Township: _____ 5. County: _____

6. Type of License(s) & Permit(s): _____

7. Date of Violation: _____ Hour: _____ AM or PM

8. Violation Type(s): Sale to Minor Afterhours Sales/Consumption
 Intoxicated Person Fighting (must be inside licensed premises)
 Gambling Failure to Cooperate
 Controlled Substances Other: _____
 Prohibited Conduct

If MINOR - Birth Date: _____ Was this a DECOY? YES NO If NO, you must answer below:

If above minor violation was NOT a decoy, describe the enforcement action taken:

COPY OF APPEARANCE TICKET MUST BE ATTACHED

9. Please attach report to include a summary of events to support the violation type(s) as referenced above.

Officer Signature: _____ Date Signed: _____

Officer Name & Title (print): _____

Officer Email Address: _____

Officer Signature: _____ Date Signed: _____

Officer Name & Title (print): _____

Officer Email Address: _____

Department Name: _____ Phone No.: _____

Date Report Completed/Submitted: _____

EMAIL COMPLETED REPORT TO
LARA-MLCC-ViolSubmit@michigan.gov

WITNESSES

1. Name _____ Address _____

Will testify to:

2. Name _____ Address _____

Will testify to:

3. Name _____ Address _____

Will testify to:

4. Name _____ Address _____

Will testify to:

5. Name _____ Address _____

Will testify to:

Location Where Evidence Is Held (Explain):

Provide List of Evidence:

EMAIL COMPLETED REPORT TO LARA-MLCC-ViolSubmit@michigan.gov