

Cigarette, E-Cigarette and Tobacco Inspection Monthly Report

If violation(s) occurred and citation(s) issued, include the citation number(s) on this report.

Part 1: Date and Time of Inspection

1. Inspection date (Month, Day, Year)	2. Time of inspection <input type="checkbox"/> AM <input type="checkbox"/> PM
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Part 2: Texas Cigarette/E-Cigarette/Tobacco Products Permit Information

3. Cigarette/tobacco permit number	4. Sales and use tax permit number	5. Expiration date (Month, Day, Year)	Location number
6. Name of store			
7. Physical address			
City	State	ZIP code	


Part 3: Store Observations (Compliance inspection only)

8. Is there any outdoor advertising of tobacco within 1000 feet of a church or school? ...	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cit. # _____
9. Was the retailer's tobacco permit expired or invalid?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	See Part 3 of instructions.
10. Were single, unpackaged cigarettes for sale?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	See Part 3 of instructions.
11. Does the warning sign comply with state law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cit. # _____
12. Was clerk assistance necessary to obtain e-cigarette or tobacco products?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cit. # _____
13. Was there distribution of promotional items and/or coupons to minors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cit. # _____
14. Was there documentation of employee notification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cit. # _____

Part 4: Court Information (Complete only if citation(s) issued.)

Court name	Court phone number (Area code and number)		
Street address			
City	County	State	ZIP code

Part 5: Law Enforcement Agency/Officer Information

Law enforcement agency name		
Law enforcement agency ORI number	Agency phone number (Area code, number, and extension)	Agency FAX number (Area code and number)
Officer reporting (Type or print clearly: Last name, First name)		Officer's PID number
I, the undersigned, am TCOLE certified, and hereby affirm this report is a true and accurate representation of the law enforcement action undertaken.		
 Officer signature		Date of signature

FAX reports to 512-463-3268.

Instructions: Cigarette, E-Cigarette and Tobacco Inspection Monthly Report

When conducting a COMPLIANCE INSPECTION

Part 1: Provide the exact date and time at which the enforcement activity took place.

Part 2: For retailers selling cigarette or tobacco products, provide the tobacco retailer's permit information in box 3.
For retailers selling only e-cigarettes or e-cigarette products, provide the sales tax information in box 4.

Note: This information should be obtained from the actual permit that is located in the retail location, and not pre-filled based on the retailer permit list received from the Comptroller's office. Tobacco permit numbers or sales and use tax permit numbers can be verified by contacting your local Comptroller's field office. Contact numbers can be obtained at www.comptroller.texas.gov/about/contact/locations.php.

Part 3: Provide the results of the inspection. ALL questions must be answered. If a citation is written, the citation number MUST be provided.

Note: If a violation is found regarding a Tax Code violation (Items 9 and 10), you must notify your local Comptroller's field office.

Part 4: If a citation was issued during this enforcement activity, provide all required court information. This information is utilized to follow up on citations that are written.

Part 5: Provide Law Enforcement Agency/Officer Information for verification and follow-up contact purposes.

Submit your report by the 10th of the month following the activity.

Return completed report(s) to Texas Comptroller's Tobacco Enforcement Program
P.O. Box 13528
Austin, TX 78711-3528

Or FAX report(s) to 512-463-3268

For assistance, call 1-888-284-2151

It is recommended that ALL law enforcement agencies maintain copies of your submitted reports, and if reports are submitted by FAX, the FAX confirmation sheets as well.