



Department of Commerce
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Alcoholic Beverage And Tobacco Control Division
Caller Box 10007 C.K. Saipan, MP 96950
Tel. (670) 664-3065 Fax: (670) 664-3067



(NEW APPLICATION)

ALCOHOLIC BEVERAGE CONTROL LICENSE INSTRUCTIONS

Application forms and other required documents must be completed (typed or printed legibly) before submitting to the Alcoholic Beverage and Tobacco Control (ABTC) Division. If you have any questions, please call the ABTC division, Department of Commerce at telephone number 664-3065 or send us an email at commercedept@pticom.com

REQUIREMENTS

All application and other required documents must be verified by an ABTC representative prior to accepting any application and assessing any fees. The following documents should be submitted to the ABTC division for review.

1. Alcohol (liquor) License Application
2. Alcohol License Application - Exhibit "A" form (if applicant is a corporation)
3. Current Original Police Clearance / Criminal Record (for: persons listed on the Exhibit "A" form, bartender, partnership, sole proprietor)
4. Original Certificate of Good Standing / Existence (obtain at the Registrar of Corporations at the Rev & Tax Office if applicant is a corporation)
5. Copy of Corporate Documents (if applicant is a corporation)
i.e., Certificate of Incorporation, Bay Laws, Articles of Incorporation, Annual Corporation Report
6. Copy of Partnership Agreement (if partnership)
7. Class-3 Registration form (if class-3 type of license) [attach copies of work and entry permit(s) for non-resident workers, Social Security number, official I.D. for resident workers.
8. Copy of Non-Immigrant Long Term Business Entry Permit (if applicant is a non-U.S. Citizen residing in the CNMI)
9. Copy of Public Health Sanitation Permit
10. Copy of Business License
11. Map of Exact Location
12. Copy of notarized Lease/Rental Agreement, Title or Deed (referring to the proposed premise to conduct business)
13. Payment receipt (filing fee)

NOTE: Upon acceptance of application, a thorough inspection will be conducted on the proposed business premises to determine whether the premise qualifications/conditions are met by the prospective applicant. In addition, other requirements not listed herein may be requested for submission prior to the consideration of application for approval.

CONDITION OF PREMISES

- I. All applicants must have an English written billboards (sign board) mounted or displayed outside the business premises as indicated on the proposed trade name (d.b.a.) on the application form. Business premises must be properly constructed, furnished, arranged, equipped and have sufficient lighting as it will provide a safe and sanitary condition prior to be licensed.

- II. “**restriction applies**,” if a proposed Class-3 Retail Dealer’s On-Sale business premises location is situated within residential area or within a distance of 300 feet from any church, hospital, public or private school building. An Adequate investigation and survey will be conducted to determine whether the proposed business location is inconsistent with the public interest.

- III. Upon completion of the inspection and investigation, the ABTC division through the Secretary of Commerce shall consider the application and shall within 15 days give its decision, granting or denying the application.

ISSUANCE OF LICENSE

1. The applicant or its authorized representative with a written authorization is authorized to pick up license.

2. Or any member of the of the Corporation or Partnership.

3. Issuance of the license must be logged out and signed by the applicant or its authorized representative.

4. The applicant must understand the provisions of 4 CMC, Chapter 5 and its Rules and Regulations.

IMPORTANT REMINDER

All licenses issued shall at all times be conspicuously posted and exposed to view for inspection on the licensed establishment.