



**Department of Commerce**  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
Alcoholic Beverage and Tobacco Control Division  
Caller Box 10007 C.K. Saipan, MP 96950  
Tel No. (670) 664-3065 • Fax: (670) 664-3067



**( I. ) Non-Profit Temporary License Requirements**

**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 at 664-3065, or email to [commercedept@pticom.com](mailto:commercedept@pticom.com)

**( II. ) REQUIREMENTS**

1. ABC Application Form
2. Current Original Police Clearance/Criminal Record (for applicant or authorized persons, manager, agent or supervisor. (provide copy of valid I.D. card)
3. Letter of intention for proposed temporary activity. (address letter to ABTC Director)
4. List of authorized person(s) to sell and serve alcoholic beverages. (provide copy of valid I.D. card)
5. Copy of Business License
6. Copy of Coastal Resources Management (CRM) permit. (If applicable)
7. Copy of Bureau of Public Lands (BPL) permit. (If applicable)
8. Copy of National Parks and Receptions Services (NPRS) permit. (If applicable)
9. Copy of American Memorial Park (AMP) permit. (If applicable)
10. Copy of Marianas Visitors Authority (MVA) permit. (If applicable)
11. Map of exact location
12. Payment Receipt

**( III. ) ISSUANCE OF TEMPORARY LICENSE**

1. The applicant or its authorized representative with a written authorization is authorized to pick up temporary license..
2. Issuance of the license must be logged out and signed by the applicant or its authorized representative.
3. The applicant must be familiar with the provisions of 4 CMC, Chapter 5 and its Rules and Regulations.

**( IV. ) IMPORTANT REMINDER**

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