

# *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) 664-3060/3061 Fax: (670) 664-3067

## **(NEW APPLICATION)**

### **TOBACCO 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 numbers 664-3060/3061.

#### **REQUIREMENTS**

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

1. Tobacco Control License Application
2. Current Police Clearance/Criminal Record
3. List names of employees or agents authorized to transact tobacco items (must be 18 years or older), provide official I.D. copy
4. Copy of Public Health Sanitation Permit
5. Copy of Business License
6. Copy of notarized lease/rental agreement, Title or Deed.
7. Map of exact business location
8. Payment receipt (filing fee)

**NOTE:** A thorough inspection will be conducted and determined whether the requirements are met by the prospective applicant. Upon completion of the inspection and/or 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.

#### **CONDITION OF PREMISES**

All applicants must have an English written billboards (sign board) mounted or displayed outside the business premises as indicated on the proposed (d.b.a.) on the application form. Any business applying for a license to sell any tobacco product and/or preparation shall clearly and conspicuously post signs reading **TOBACCO SALES PROHIBITED TO PERSONS UNDER THE AGE OF 18"** next to any cash register or any other place(s) where such items may be purchased. Continuation - Condition of Premises

Said sign(s) shall be at least eleven (11) inches by eight and one-half (8.5) inches in dimension, and the letters on said sign(s) shall be printed in a bright color, with large, capitalized letters, printed in a plain, easily read font or lettering style. Retail establishments shall ensure that cigarettes are displayed behind a glass partition and any other tobacco items behind the cashier's counter or in a locked cabinet that can be opened only by the owner or an agent of the retail establishment. In addition, the sale of cigarettes from vending machines is prohibited unless the vending machine is located in a bar, cabaret, or any enclosed establishments for which the minimum age for admission is eighteen (18) years.

### **LICENSE ISSUANCE RESTRICTIONS**

The Department of Commerce, Alcoholic Beverage and Tobacco Control Division, shall not issue a license of any class to any applicant that falls into one of the following restrictions:

- (a) The applicant is not the real party in interest.
- (b) The applicant is under eighteen (18) years of age.
- (c) Except in the case of a license revoked for non-payment of the renewal fee, the applicant is a person or establishment that held a tobacco license of any class that was revoked within the prior year by the Department of Commerce, Alcoholic Beverage and Tobacco Control Division.
- (d) The applicant is a retail establishment located within a distance of 300 feet from any public or private school building.

### **ISSUANCE OF TOBACCO CONTROL LICENSE**

1. The applicant or its authorized representative with a written authorization is authorized to pick up license.
2. Issuance of the license must be logged out and signed by the applicant or its authorized representative.
3. The applicant must understand the provisions of 4 CMC, Chapter 8 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.