

Department of Commerce

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Alcohol Beverage and Tobacco Control Division

Caller Box 10007 C.K. Saipan, MP 96950

Tel. (670) 664-3061/3065 Fax: (670) 664-3010

(RENEWAL APPLICATION)

TOBACCO CONTROL LICENSE INSTRUCTIONS

Application forms and other required documents for renewal 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 664-3061/3065.

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 Renewal Application
2. Current Police Clearance/Criminal Record
3. List names of employees or agents authorized to transact or sell 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. Map of exact business location
7. Payment receipt (application & license renewal fees)

NOTE: All licensees whose renewal fees remain unpaid after the expiration of the license will automatically be suspended pursuant to 6 CMC, 3110, Section 6 (as amended). Any suspended licensee may be reinstated within three (3) days by the Secretary of Commerce provided that a full payment of renewal license fee is made within thirty-one (31) days from the date of expiration. If payment is not made within thirty-one (31) days from the date of expiration, the license is automatically revoked and the Secretary of Commerce may not issue a license except upon a new application.

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 6 CMC, §3110 (as amended), 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.