State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing

VENDOR REPRESENTATIVE APPLICANT CHECKLIST

To All Applicants:

The following documents shall be provided for Licensing under Title XIII New Hampshire Liquor Law. RSA 178:3 III is specific in detailing the qualifications for each applicant. Copies of each document **MUST** be submitted and will be retained by the New Hampshire Liquor Commission Division of Enforcement & Licensing in Concord, New Hampshire. Each document must appear in the Applicant's Name (I.E. Sole Proprietor, Partnership, LLC, or Corporation.)

1. ☐ Certificate of Registered Trade Name (NH Secretary of State)
2. ☐ Application for Registration for Liquor Representative (L-055 attached)
3. ☐ Partnership Agreement (Gen/Ltd) & Certificate of Registration with the NH Secretary of State
4. ☐ Affidavits (L-002 or L-035) filed by Proprietor, Each Partner, Each Corporate Officer & Director, LLC Member and LLC Manager.

CORPORATION APPLICANT to be provided in addition to 1 through 4

5. ☐ Certificate of Incorporation or certificate of good standing.
6. ☐ Certificate of Authority if non-NH corporation (obtain from NH Secretary of State 603-271-3244 or on-line at http://www.sos.nh.gov/corporate/corpforms2.html
7. ☐ Articles of Incorporation
8. ☐ Minutes of Organizational Meeting
9. ☐ Minutes of most recent Corporate Meeting electing current officers/directors
10. ☐ Bylaws
11. ☐ Stock Certificates (if issued)
12. ☐ Complete list of all current Corporate Officers (full name, legal address, date of birth, place of birth)

LIMITED LIABILITY COMPANY to be provided in addition to 1 through 4

5. ☐ Certificate of Formation
6. ☐ Certificate of Authority if non-NH LLC (obtain from NH Secretary of State 603-271-3244 or on line at http://www.sos.nh.gov/corporate/corpforms2.html
7. ☐ LLC Agreement
8. ☐ Disclosure of all current members (full name, legal address, date of birth, place of birth)
9. ☐ Appointment of LLC Manager (full name, legal address, date of birth, place of birth)

ONCE <u>ALL</u> PAPERWORK ABOVE IS COMPLETE, PLEASE CALL 603 271-3521 FOR CORRECT FEE AS FEE IS PRO-RATED

For Questions regarding this paperwork, call Licensing at 603-271-3521

State of New Hampshire
Liquor Commission
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AFFIDAVIT

This affidavit is filed with the Liquor Commission's Division of Enforcement & Licensing in support of *my ownership*, *management control*, *employment by a business licensed*, or *applying for* a license to sell alcoholic beverages under Chapter 178 of the Revised Statutes Annotated.

I, _____ being duly sworn do depose and say:
(Print Name)

1. **Business Trade Name:** _____ **Liquor Lic#** _____

   Address _____ _____ _____ _____
   (No. – Street) (City / Town) (State) (Zip)

   Mailing Address _____ _____ _____ _____
   (No. – Street) (City / Town) (State) (Zip)

2. I live at: _____ _____ _____ _____
   (No. – Street) (City / Town) (State) (Zip)

3. I was born in _____ on _____ _____
   (POB: i.e. State, or Province if Canada, Country if foreign) (Date of Birth) (Age)

   Home phone _____ ☐ Male ☐ Female Race _____ Soc. Sec # _____

4. ☐ I am ☐ I am not a citizen of the United States

   If not a citizen, R.A. Document # or other Identification submitted _____

5. I have never been convicted of a felony, or any offense that would be classified as a felony had it been committed with the State of New Hampshire, by any state in the United States, the United States government, or any other jurisdiction**. I understand RSA 178:4 & RSA 179:23, IV, prohibit convicted felons from holding a license to sell alcohol or assuming control of licensed premise. By signing this affidavit I hereby authorize and give consent to the Division of Enforcement & Licensing to inquire and examine all records of my conviction(s), if any, using all investigative methods available to them. This authorization is given to support or to contradict my declaration that I have not been convicted of a felony crime. (AFFIANT INITIAL HERE)** ☐

6. I am filing this document in support of my employment as a

   ☐ Corporate Officer ☐ POA ☐ Person in Charge
   ☐ Partner ☐ LLC Member ☐ Proprietor
   ☐ LLC Manager ☐ Manager Title/Position _____

   RSA 179:23, IV requires the licensee to designate one or more people to be in charge of the premise in the licensee' absence.

7. I swear before the **Justice of Peace or Notary Public** that this information is **true** and **accurate**, and that this document is signed under the penalty if false swearing (RSA 641:2)

Signature _____ Date _____

County _____ SS. Date: _____

Personally appeared before me _____ known to be the person who executed and made oath that the same is true.
(Affiant Name)

SEAL _____
Justice of Peace / Notary Public

L-002 (Reviewed 8/31/2010)

Print Forms