

**State of New Hampshire**  
**LIQUOR COMMISSION**  
**Division of Enforcement & Licensing**

10 Commercial Street  
P.O. Box 1795  
Concord, NH 03302-1795  
Phone: (603) 271-3521  
Fax: (603) 271-3758

**VENDOR/REPRESENTATIVE APPLICANT CHECKLIST**

TO ALL APPLICANT:

THE FOLLOWING DOCUMENTS SHALL BE PROVIDED FOR LICENSING UNDER TITLE XIII (NEW HAMPSHIRE LIQUOR LAW). RSA 178:24 IS SPECIFIC IN DETAILING THE QUALIFICATIONS FOR EACH APPLICANT. COPIES OF EACH DOCUMENT **MUST** BE SUBMITTED AND WILL BE RETAINED BY THE ENFORCEMENT OFFICE OF THE NEW HAMPSHIRE LIQUOR COMMISSION IN CONCORD, NH. EACH DOCUMENT MUST APPEAR IN THE APPLICANTS NAME (IE SOLE PROPRIETOR, PARTNERSHIP, LLC OR CORPORATION).

**ANY QUESTIONS ON THE BELOW PAPERWORK PLEASE CALL LICENSING AT 603 271-3521.**

1. ( ) CERTIFICATE OF REGISTERED TRADE NAME (NH SECRETARY OF STATE).
2. ( ) APPLICATION FOR REGISTRATION FOR LIQUOR REPRESENTATIVE (**FORM ATTACHED**)
3. ( ) PARTNERSHIP AGREEMENT (GEN/LTD) & CERT OF REGISTRATION WITH SECRETARY OF STATE
4. ( ) AFFIDAVITS (**FORM ATTACHED**) FILED BY PROPRIETOR, EACH PARTNER, EACH CORP OFFICER & DIRECTOR, LLC MEMBER AND LLC MANAGER

**CORPORATE DOCUMENTS**

- ( ) CERTIFICATE OF INCORPORATION OR CERTIFICATE OF GOOD STANDING
- ( ) CERTIFICATE OF AUTHORITY IF NON-NH CORPORATION (obtain from NH sec of States office 603-271-3244/603-271-3246 or on-line at <http://www.sos.nh.gov/corporate/corpforms2.html>)
- ( ) ARTICLES OF INCORPORATION
- ( ) MINUTES OF ORGANIZATIONAL MEETING
- ( ) MINUTES OF MOST RECENT CORPORATE MEETING ELECTING CURRENT OFFICERS/DIRECTORS
- ( ) BY-LAWS
- ( ) STOCK CERTIFICATES (IF ISSUED)
- ( ) COMPLETE LIST OF ALL CURRENT CORPORATE OFFICERS (FULL NAME, LEGAL ADDRESS, DATE OF BIRTH, PLACE OF BIRTH)

***ONCE ALL PAPERWORK ABOVE IS COMPLETE, PLEASE CALL 603 271-3521 FOR CORRECT FEE AS FEE IS PRO-RATED AND IS SUBJECT TO CHANGE EACH MONTH***

**LIMITED LIABILITY COMPANY**

- ( ) CERTIFICATE OF FORMATION
- ( ) CERTIFICATE OF AUTHORITY IF NON-NH LLC (obtain from NH sec of States office 603-271-3244/603-271-3246 or on-line at <http://www.sos.nh.gov/corporate/corpforms2.html>)
- ( ) LLC AGREEMENT
- ( ) MINUTES OF ORGANIZATIONAL MEETING
- ( ) MINUTES OF MOST RECENT LLC MEETING SHOWING CURRENT MEMBERS & MANAGER (IF ANY)
- ( ) DISCLOSURE OF ALL CURRENT MEMBERS (FULL DISCLOSURE SHALL INCLUDE (FULL NAME, LEGAL ADDRESS, DATE OF BIRTH, PLACE OF BIRTH)
- ( ) APPOINTMENT OF LLC MANAGER (FULL NAME, LEGAL ADDRESS, DATE OF BIRTH, PLACE OF BIRTH)

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