

## EXPLANATION FOR CORPORATION DOCUMENTS

1. **OWNERSHIP OF PREMISE:** *MUST BE IN CORP NAME* A copy of the warranty deed or a lease agreement showing that you have the right to occupy the premise and are in control of the premise.
2. **BILL OF SALE OR LEASE FOR THE FURNITURE, FIXTURES AND EQUIPMENT:** *MUST BE IN CORPORATION NAME* Unless already stated in the above document, will need a document stating you either own or are leasing/renting the furniture, fixtures and equipment.
3. **CIGAR BAR: BILL OF SALE FOR HUMIDOR:** *MUST BE IN CORPORATION NAME* - Need a Bill of Sale for Humidor.
4. **IF AN ON-PREMISE LICENSEE AND YOU HAVE A DRAFT SYSTEM:** *MUST BE IN CORPORATION NAME* Will need a copy of the bill of sale with a \$\$ amount or lease for the draft system.
5. **IF YOU ARE BUYING AN ALREADY LICENSED ESTABLISHMENT AND THERE IS ALCOHOL:** *MUST BE IN CORPORATION NAME* Will need a bill of sale with a \$\$ amount along with a complete inventory of the stock by brand and type.
6. **IF AN ON-PREMISE LICENSE:** *MUST BE IN CORPORATION NAME*- Must have a permit of assembly showing the seating capacity allowed by the local fire department.
7. **IF AN ON-PREMISE LICENSE :** *MUST BE IN CORPORATION NAME* Must have a food certification permit (health Certificate) from the local or state health agency or a score sheet with a score of 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE NH SECRETARY OF STATE OFFICE:** *MUST BE ISSUED TO CORPORATION* - Example: 123 Main St Inc.-(DBA My Place On Main St –shows it is registered to the LLC).
9. **NOTARIZED AFFIDAVIT FOR ALL OFFICERS – attached.**
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** Must have a letter from corporation appointing person as manager and attach an affidavit for the manager and/or persons in charge.
11. **COPY OF THE CERTIFICATE OF MTS TRAINING:** (if attended prior to getting license) must be either manager or corporate officer.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING:** Filled out and signed by corporate officer – **attached.**
13. **IF ON-PREMISE RESTAURANT LICENSE:** We must have a copy of your menu.
14. **TOWN APPROVAL:** Need letter from town stating they have no objection to you having a liquor license at this address (only need if within 15 days of submitting your request for application to us). Additional permits (Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in Hudson must have a permit from Hudson).
15. **IF COMBINATION LICENSE:** Must have proof of \$3,000.00 wholesale grocery stock available to the public and it must include milk (including dairy), bread, meat, (vegetables, fruits- canned or fresh), cereal and snack food (soda, juice, water, candy, ice cream, pastries, chips, etc.).
16. **IF ON-PREMISE LICENSE WANTING ENTERTAINMENT:** Letter from town stating they have no objections to you having entertainment at your establishment.
17. **IF THERE WAS A PREVIOUS LICENSE PRIOR TO YOU:** Need previous license, copy of previous license, or trade name and license number of previous license.

### CORPORATE DOCUMENTS:

18. **CERTIFICATE OF INCORPORATION WITH ALL ADDENDUMS ATTACHED:** This is what you filled out for your corporation and sent to NH Secretary of State – they will send it back with stamp on upper right corner.
19. **CERTIFICATE OF GOOD STANDING FROM THE SECRETARY OF STATE ISSUED WITHIN THE LAST 12 MONTHS:** Log on to Secretary of State's website "NH.GOV/SOS" and print this off from the page with your information.
20. **CERTIFICATE OF AUTHORITY FROM NH SECRETARY OF STATE'S OFFICE:** Only if your corporation is not a New Hampshire corporation.
21. **ARTICLES OF INCORPORATION:** With all addendums attached.
22. **MINUTES OF ORGANIZATION MEETING:** Showing election of officers, directors and shareholders.
23. **MINUTES OF MOST RECENT MEETING:** To support current corporate officers, directors and shareholders.
24. **BY LAWS:** The bylaws show how the corporation is going to be run and do business.
25. **STOCK CERTIFICATES:** If issued.
26. **COMPLETE LIST OF ALL CURRENT CORPORATE OFFICERS, DIRECTORS AND SHAREHOLDERS:** Include full name, date of birth, place of birth, legal address and title.
27. **IF SOMEONE OTHER THAN A CORPORATE OFFICER WILL BE SIGNING THE APPLICATION:** Must have notarized original power of attorney and affidavit for person with power of attorney.



**State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing**



**CORPORATION- CHECKLIST FOR DOCUMENTS NEEDED**

**Liquor License Applicant Checklist of Documents Required for Licensing**

RSA 178:3 requires specific details for the qualification of the issuance of a NH Liquor License. As a Liquor License Applicant, **you must provide copies of the following documents** for consideration of licensure. The liquor license is issued by the NHSLC and all documents are retained at the Enforcement Office of the NHSLC in Concord, NH.

**ALL DOCUMENTS MUST APPEAR IN THE LLC APPLICANT'S NAME**

EIN# \_\_\_\_\_

1.	<input type="checkbox"/>	Ownership of Premise: Warranty Deed, Lease agreement to the Corporation	On or Off Premise
2.	<input type="checkbox"/>	Bill of Sale/Lease: Furniture, Fixtures, and Equipment to the corporation	On or Off Premise
3.	<input type="checkbox"/>	Cigar Bar: Bill of Sale for Humidor – To The Corporation	On Premise
4.	<input type="checkbox"/>	Bill of Sale/Lease: Draft System to the Corporation	On Premise
5.	<input type="checkbox"/>	Bill of Sale: Alcoholic Beverages w/a complete Inventory of Stock to Corporation	On or Off Premise
6.	<input type="checkbox"/>	Permit of Assembly: Contact the Local Fire Department – To the Corporation	On Premise
7.	<input type="checkbox"/>	Food Service Permit: Contact the Local or State Health Agency – To the Corporation	On Premise
8.	<input type="checkbox"/>	Certificate of Registered Trade Name: NH Secy of State (603)271-3242-To Corporation	On or Off Premise
9.	<input type="checkbox"/>	Notarized Affidavit: For ea. CORPORATE OFFICER, DIRECTOR OR SHAREHOLDER (5% OR MORE) (section 5 <b>MUST</b> be initialed by affiant & notarized)	On or Off Premise
10.	<input type="checkbox"/>	Letter of Managerial Appts w/supporting affidavits or affidavits for Person in Charge	On or Off Premise
11.	<input type="checkbox"/>	Certificate of Management Training Seminar (MTS)	On or Off Premise
12.	<input type="checkbox"/>	Designee Notification for MTS Training	On or Off Premise
13.	<input type="checkbox"/>	Menu (Restaurant licenses only)	On Premise
14.	<input type="checkbox"/>	a. TOWN APPROVAL <input type="checkbox"/> letter of approval <input type="checkbox"/> 15 days-no letter <input type="checkbox"/> Objection b. Business license (Salem, Manchester, and Bedford) Special Permits (Hudson PD)	On or Off Premise
15.	<input type="checkbox"/>	Proof of \$3,000 Wholesale Grocery stock available to public (combination licenses only) 7 Items: Meat, Vegetables, Fruit, Dairy (Milk), Bread, Cereal, Snack Food	Off Premise
16.	<input type="checkbox"/>	Entertainment approval from the Town	On Premise
17.	<input type="checkbox"/>	Previous License	On or Off Premise

**CORPORATION DOCUMENTATION**

18.	<input type="checkbox"/>	Certificate of Incorporation <b>with all addendums attached</b>
19.	<input type="checkbox"/>	Certificate of Good Standing <b>issued within the last 12 months</b>
20.	<input type="checkbox"/>	Certificate of Authority if <b>non-NH CORPORATION</b>
21.	<input type="checkbox"/>	Articles of Incorporation <b>with all addendums attached</b>
22.	<input type="checkbox"/>	Minutes of Organization Meeting
23.	<input type="checkbox"/>	Minutes of Recent meeting to support current corporate officers
24.	<input type="checkbox"/>	By-Laws
25.	<input type="checkbox"/>	Stock Certificate
26.	<input type="checkbox"/>	Complete list of all current corporate officers, directors, shareholders(Full Name, DOB, POB & Legal Address)
27.	<input type="checkbox"/>	Notarized Original Power of Attorney and Original Affidavit – for any person or lawyer

\_\_\_\_\_  
Signature Licensing Specialist/Investigator

\_\_\_\_\_  
Date

**Call 271-3521 when establishment is ready for investigator inspection.**

**Following inspection, call for licensing appointment, a COPY of ALL check documentation shall be provided for the final appointment.**

## OTHER INFORMATION YOU NEED TO KNOW

The following information is NOT required to obtain a NH Liquor License but something we think you should be aware of. The decision to acquire or dismiss the advice is purely your option.

- **Federal Tax Stamp** This stamp is required by the Federal Bureau of Alcohol, Tobacco and Firearms. Call 1 800-398-2282 for further information.
- **Rooms & Meals Operator License** Contact the NH Department of Regulated Revenue at (603)-271-3701.
- **Purchase of Liquor on Credit** If you wish to purchase liquor for the State of NH on credit, you must contact the Accounts Receivable Department at (603) 271-2353.
- **Town or City Approval** Some NH cities and towns require additional approval to meet city or town ordinances or local zoning laws. Check with your local city or town for regulations on "Sunday Permits", signage, entertainment, etc.

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### There are FREE EDUCATION PROGRAMS offered to the public by the NHSLC Division of Enforcement & Licensing

- **T.E.A.M.** designed for On-Sale Licensees and their employees.
- **M.T.S.** designed for all licensees and/or managers
- **Cops in Shops**
- **Ready or Not ©**

Visit our website @ [www.state.nh.us/liquor](http://www.state.nh.us/liquor) for dates, times and locations or feel free to call the Community Outreach Unit at (603) 271-8531.



**State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing**



**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 and tobacco 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 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 swear this information is true and accurate and that this document is signed under the penalty if false swearing (RSA 641:2)**

6. Have you ever been charged with a crime?  Yes  No  
If yes, were you convicted of a felony?  Yes  No

7. 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.**

8. 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



State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing



**LICENSEE TRAINING DESIGNATION FORM**

I, \_\_\_\_\_, am a  
(Print full name)

- Proprietor       Partner       Corporate Officer       Corporate Director
- Limited liability company member       Limited liability company manager
- I have the Power of Attorney (copy must be attached)

of/for the business applying for a license to sell beverage alcohol under the provisions of RSA 178:2 of New Hampshire's Revised Statutes Annotated. Pursuant to the laws of the State of New Hampshire I am duly authorized to appoint and designate the following individual to attend training in fulfillment of the requirements of [RSA 178:2](#).

***I understand and acknowledge that New Hampshire Law provides for the possible suspension of my license to sell beverage alcohol 45 days after the issuance of the license if I, or my duly authorized manager\*, do not attend the Liquor Commission's Management Training Seminar (MTS.)***

***I further understand that I must complete a new designation form should the person identified below not attend training on behalf of the licensee. Failure to submit a new and updated designation form in a timely manner may result in the license being suspended due to my failure to advise the Division of a change in my designee.***

Name of Designated Manager \_\_\_\_\_  
(Print Full Name)

Licensee Trade Name \_\_\_\_\_  
(Print Trade Name)

NH Liquor License Number \_\_\_\_\_

\_\_\_\_\_ Date

Duly Authorized Person to Sign

\_\_\_\_\_ Date

Licensing Specialist/Enforcement Officer

*\*Pursuant to Liquor Rule 701.01,(l) a manager is "an individual who exercises control over the policies, operating procedures and operations of the business" and designated by the license holder to attend the MTS for the licensee.*



State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing



## TRAINING REQUIREMENTS

The 2001 Legislature passed SB 76 authorizing NHSLC to establish the Management Training Seminar program. New liquor licensees must attend training session as part of their licensing requirement. **Effective September 9, 2001 all persons who hold a retail license under the provisions of RSA 178:2 shall attend a training program within 45 calendar days of the issuance of the license.**

***The training program must be attended by:***

- The proprietor of a sole proprietorship or a manager designated by the proprietor to attend in lieu of the proprietor.
- All partners in a partnership or a manager designated by the partners to attend in lieu of the partners.
- An officer of a corporation or a management representative designated by the corporation to attend in lieu of an officer.
- A member of a limited liability company or a manager designated by the limited liability company to attend in lieu of a member.
- ONE-DAY Licensees are also required to attend MTS training. However those applicants must attend a program prior to the effective date of the event and the MTS Certificate will be good until 12 months from the date of event for the same individual representing and appointed by the non-profit.

Should the licensee fail to comply with the order, the liquor license may be suspended upon the 46<sup>th</sup> day. The licensee has the opportunity to attend a training session up to 45 days prior to licensing as well as up to 45 days after licensing. The Special Services Unit will teach the training sessions on a weekly basis regionally throughout the state.

**To see current schedules and to register for MTS class go to [MTS Class Schedule](#)  
OR call 271-8531.**

In addition to the FREE mandatory training, the NHSLC-Division of Enforcement & Licensing provides FREE training for all licensees and their employees. Participants learn how to check IDs, the latest information regarding false identification, server intervention, and criminal and civil liability all associated with the NH State Liquor Laws.

**For further information about the Management Training Seminar, contact the Special Services Unit of the NHSLC Division of Enforcement & Licensing at**

(603) 271-8531, or check our website at [MTS Training](#) for dates.