



**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 NHLC and all documents are retained at the Enforcement Office of the NHLC in Concord, NH.

ALL DOCUMENTS MUST APPEAR IN THE CORPORATION'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 MUST 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"/>	Establishment has a designated smoking room or area <input type="checkbox"/> HHS Indoor Smoking Law provided	On or Off Premise
16.	<input type="checkbox"/>	Proof of \$3,000 Wholesale Grocery Stock available to public (com b licenses only) 7 Items: Meat, Vegetables, Fruit, Dairy (Milk), Bread, Cereal, Snack Foods \$1,000 if BEER SPECIALTY <input type="checkbox"/> Drug Store Combination licensee is or employs a Registered Pharmacist per Liq 706.13	Off Premise
17.	<input type="checkbox"/>	Diagram, Sketch or plan of physical layout of establishment	On or Off Premise
18.	<input type="checkbox"/>	Entertainment approval from the Town	On Premise
19.	<input type="checkbox"/>	Previous License	On or Off Premise

CORPORATION DOCUMENTATION

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

Signature Licensing Specialist/Investigator

Date

Call 271-3523 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. REMEMBER TO BRING CASH OR BLANK CHECK FOR LICENSING FEE

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.

- **Rooms & Meals Operator License** Contact the NH Department of Regulated Revenue at (603) 230-5900.
- **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) 230-7053.
- **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.

There are FREE EDUCATION PROGRAMS offered to the public by the NHLC 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
- **On-line Training** also available at <http://training.liquor.nh.gov/emoodle>

Visit our website @ www.state.nh.us/liquor for dates, times and locations or feel free to call the Special Services Unit at (603) 271-8531.