

## EXPLANATION FOR LLC DOCUMENTS

1. **OWNERSHIP OF PREMISE:** *MUST BE IN LLC 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 premises.
2. **BILL OF SALE OR LEASE FOR THE FURNITURE, FIXTURES AND EQUIPMENT:** *MUST BE IN LLC 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 LLC NAME-* Need a Bill of Sale for the Humidor.
4. **IF AN ON-PREMISE LICENSEE AND YOU HAVE A DRAFT SYSTEM:** *MUST BE IN LLC 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 LLC 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 LLC 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 LLC NAME* Must have a food certification permit from the local or state health agency or a grading sheet totaling a score of at least 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE SECRETARY OF STATES OFFICE:** *MUST BE ISSUED TO LLC*  
– Example: 123 Main St LLC –( DBA My Place On Main St –shows it is registered to the LLC)
9. **NOTARIZED AFFIDAVIT FOR ALL MEMBERS AND LLC MANAGERS:** attached.
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** *MUST HAVE A LETTER FROM THE LLC-* appointing person as manager and attach an affidavit for the manager and or persons in charge.
11. **COPY OF THE CERTIFICATE FOR MTS TRAINING:** (if attended prior to getting license) must be either manager or LLC Member /LLC manager.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING FILLED OUT AND SIGNED BY LLC MEMBERS OR LLC MANAGER**  
Attached.
13. **IF AN 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 ( In the city/town of Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in the town of Hudson must have a permit from the town of 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.

### LLC DOCUMENTS:

18. **CERTIFICATE OF FORMATION WITH ALL ADDENDUMS ATTACHED:** What you filled out for your LLC and sent to NH Secretary of State – they will send it back with stamp on upper right corner.
19. **CERTIFICATE OF GOOD STANDING SECRETARY OF STATE ISSUED WITHIN LAST 12 MONTHS:** Go to Secretary of State's website "[NH.GOV/SOS](http://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 LLC IS NOT A NH LLC.
21. **LLC OPERATING AGREEMENT:** If you do not have one, you can go online and google LLC operating agreement, print out, fill it out and sign it.
22. **CONSENT OF ALL MEMBERS:** This is document stating your LLC was formed on the formation date and the following are the LLC members/ LLC managers – include full name, date of birth, place of birth, legal address and title of each person.
23. **IF SOMEONE OTHER THAN LLC MEMBER OR LLC MANAGER 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**



**LIMITED LIABILITY COMPANY – 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 LLC	On or Off Premise
2.	<input type="checkbox"/>	Bill of Sale/Lease: Furniture, Fixtures, and Equipment to the LLC	On or Off Premise
3.	<input type="checkbox"/>	Cigar Bar: Bill of Sale for Humidor – To The LLC	On Premise
4.	<input type="checkbox"/>	Bill of Sale/Lease: Draft System to the LLC	On Premise
5.	<input type="checkbox"/>	Bill of Sale: Alcoholic Beverages w/a complete Inventory of Stock to LLC	On or Off Premise
6.	<input type="checkbox"/>	Permit of Assembly: Contact the Local Fire Department – To the LLC	On Premise
7.	<input type="checkbox"/>	Food Service Permit: Contact the Local or State Health Agency – To the LLC	On Premise
8.	<input type="checkbox"/>	Certificate of Registered Trade Name: NH Secy of State (603)271-3242-To LLC	On or Off Premise
9.	<input type="checkbox"/>	Notarized Affidavit: For ea. Member/Manager LLC 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

**LIMITED LIABILITY COMPANY DOCUMENTATION**

18.	<input type="checkbox"/>	Certificate of Formation <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 LLC</b>
21.	<input type="checkbox"/>	LLC Operating Agreement
22.	<input type="checkbox"/>	Consent of <b>All</b> members and/or appointments of LLC Manager, (Full Name, DOB, POB, Legal Address)
24.	<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 under Chapter 178 of the Revised Statutes Annotated.*

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

<b>1. Business Trade Name:</b>		<b>Liquor Lic#</b>
Address		
Mailing Address	(No. - Street)	(City/Town) (State) (zip)
	(No. - Street)	(City/Town) (State) (zip)

2. I live at (City/Town)(City/Town) (No. - Street) (City/Town) (State) (zip)

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