

## EXPLANATION FOR PARTNERSHIP DOCUMENTS

- 1. OWNERSHIP OF PREMISE: *MUST BE IN PARTNERS NAMES ONLY***  
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 PARTNERS NAMES ONLY***  
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 PARTNERS NAMES ONLY***  
Need a Bill of Sale for Humidor
- 4. IF AN ON-PREMISE LICENSE AND YOU HAVE A DRAFT SYSTEM: *MUST BE IN PARTNERS NAMES ONLY***  
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 PREMISE AND THERE IS ALCOHOL: *MUST BE IN PARTNERS NAMES ONLY***  
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 PARTNERS NAMES ONLY***  
Must have a permit of assembly showing the seating capacity allowed by the local fire department.
- 7. IF AN ON-PREMISE LICENE: *MUST BE IN PARTNERS NAMES ONLY*** - 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 STATES OFFICE: *MUST BE IN PARTNERS NAMES ONLY***
- 9. PARTNERSHIP AGREEMENT:** Need general or limited partnership agreement if other than husband and wife with a date, if spouse's last name different need a copy of the marriage certificate, if spouse same last name then the date of trade name being registered will be used.
- 10. NOTARIZED AFFIDAVITS:** For the each partner – **attached.**
- 11. IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** Must have a letter from partners appointing person as manager and attach an affidavit for the manager and or persons in charge.
- 12. COPY OF MTS TRAINING CERTIFICATE:** (if attended prior to getting license)  
Must be either manager or one of partners.
- 13. DESIGNEE NOTIFICATION FOR MTS TRAINING** - Filled out and signed by partners- **attached.**
- 14. IF AN ON-PREMISE RESTAURANT LICENSE:** Must have a copy of your menu.
- 15. 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).
- 16. 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.)
- 17. IF ON-PREMISE LICENSE WANTING ENTERTAINMENT:**  
Letter from town stating they have no objections to you having entertainment at your establishment.
- 18. 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.
- 19. IF SOMEONE OTHERS THAN PARTNERS 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**



**PARTNERSHIP 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 NHSLC Enforcement & Licensing Office in Concord, NH.

**ALL DOCUMENTS MUST APPEAR IN THE SOLE PROPRIETOR'S – (APPLICANT) NAME**

EIN# _____		
1.	<input type="checkbox"/> Ownership of Premise: WARRANTY DEED, LEASE AGREEMENT – TO THE PARTNER(S)	On or Off Premise
2.	<input type="checkbox"/> Bill of Sale/Lease: FURNITURE, FIXTURES, and EQUIPMENT TO THE PARTNER(S)	On or Off Premise
3.	<input type="checkbox"/> Cigar Bar: Bill of Sale for Humidor TO THE PARTNER(S)	On Premise
4.	<input type="checkbox"/> Bill of Sale/Lease: DRAFT SYSTEM TO THE PARTNER(S)	On Premise
5.	<input type="checkbox"/> Bill of Sale: ALCOHOLIC BEV W/A COMPLETE INVENTORY OF STOCK TO THE PARTNER(S)	On or Off Premise
6.	<input type="checkbox"/> Permit of Assembly: CONTACT THE LOCAL FIRE DEPARTMENT – TO THE PARTNER(S)	On Premise
7.	<input type="checkbox"/> Food Service Permit: CONTACT LOCAL OR STATE HEALTH AGENCY TO THE PARTNER(S)	On Premise
8.	<input type="checkbox"/> Certificate of Reg. Trade Name: NH SECY OF STATE (603)271-3242 TO THE PARTNER(S)	On or Off Premise
9.	<input type="checkbox"/> Partnership Agreement (General or Limited)	On or Off Premise
10.	<input type="checkbox"/> Notarized Affidavit: For ea Partner (section 5 must be initialed by affiant & must be notarized)	On or Off Premise
11.	<input type="checkbox"/> Letter of Managerial Appointments w/supporting affidavits or affidavits for Person in Charge	On or Off Premise
12.	<input type="checkbox"/> Certificate of MTS Training (Management Training Seminar)	On or Off Premise
13.	<input type="checkbox"/> Designee Notification for MTS Training	On or Off Premise
14.	<input type="checkbox"/> Menu (restaurant licenses only)	On Premise
15.	a. <input type="checkbox"/> TOWN APPROVAL <input type="checkbox"/> letter of approval <input type="checkbox"/> 15 days no letter <input type="checkbox"/> Objection b. <input type="checkbox"/> Sunday license (Salem, Manchester, & Bedford) or Special Permit (Hudson Police Dept)	On or Off Premise
16.	<input type="checkbox"/> Proof of \$3,000 Wholesale Grocery Stock available to public (comb licenses only) 7 Items: Meat, Veg, Fruit, Dairy (milk), Bread, Cereal, Snack Foods	Off Premise
17.	<input type="checkbox"/> Entertainment approval from the Town	On Premise
18.	<input type="checkbox"/> Previous License	On or Off Premise
19.	<input type="checkbox"/> Notarized Original Power of Attorney & Original Affidavit for any person or lawyer	On or Off Premise

**OTHER INFORMATION YOU NEED TO KNOW**

The following information is NOT required to obtain a NH Liquor License, however the NHSLC feels we should advise you of the following. 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 desire to purchase liquor for the State of New Hampshire on credit, you must contact the Accounts Receivable Department at (603) 271-2353.
- **Town or City Approval** Some New Hampshire 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.
- **Free Educational Programs offered to the public by the Enforcement & Licensing Division** of the NHSLC.
  - 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 ©

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

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

Date: \_\_\_\_\_



**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 \_\_\_\_\_  
(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'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