

FOR NHLC USE ONLY

License Type: Liquor and Wine Representative	
RSA: 178:10	
Liq Rule: 705.07	
From	To
License Fee:	



**NEW HAMPSHIRE LIQUOR COMMISSION**

Please submit form to:  
NHLC, 50 Storrs Street, Concord NH, 03301  
603-271-3521

*License & Fee required before operating*

**LICENSE TYPE WORKSHEET**  
**LIQUOR AND WINE REPRESENTATIVE**

Business Name	Trade Name
Name of Primary Contact for Applicant	

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

1. Attach a Warranty Deed or Lease Agreement.
2. Identify all vendors represented:
3. Identify the name and address of the applicant's resident agent:

**ACKNOWLEDGEMENTS** *(initial after each)*

1. Acknowledge that the applicant has no financial interest, direct or indirect, in the business or the premises of any retail licensee.  (initial)
2. Acknowledge that the sales persons shall carry a copy of the representative's license and a letter of authorization from the representative when working in this state.  (initial)
3. Acknowledge that the applicant shall not hold any other license except a liquor and wine vendor license. \_\_\_\_\_ (initial)
4. Acknowledge that all contracts and agreements entered into shall be enforceable under New Hampshire law and shall not have a termination notice less than 60 days. \_\_\_\_\_ (initial)
5. Acknowledge that the applicant has identified a designated resident agent, who is a resident of New Hampshire, that shall accept, waive, service of process, on behalf of the applicant and be responsive, on behalf of the applicant, to all notices, inquiries, and directives from the Commission. \_\_\_\_\_ (initial)
6. Acknowledge that notice or communication of any kind by the commission to the applicant's designated resident agent carries full force and effect as though provided directly to the liquor and wine representative at the time that it is communicated to the resident agent. \_\_\_\_\_ (initial)

7. Acknowledge that all liquor or wine vendors represented in New Hampshire shall hold valid New Hampshire vendors' license pursuant to RSA 178:9.  (initial)
8. Acknowledge that the representative understands RSA 179:21 forbids holding this license type for a period of 365 days from the date of full-time or part-time employment with the New Hampshire Liquor Commission, term in the New Hampshire general court, or employment as a Commissioner with the New Hampshire liquor commission.  (initial)
9. Acknowledge that the applicant shall conduct its business with the commission in an efficient manner and shall adhere to the commission's standards and procedures for purchasing, product listing, and inventory management when marketing and selling its products to the commission, and that failure to do so may result in the revocation of the liquor and wine representative's license. \_\_\_\_\_ (initial)
10. Acknowledge that the applicant has at least two years' experience marketing, promoting, managing product inventory, and selling wine or spirit products to businesses, and that the applicant is familiar with the functioning of the commission and well-informed of the commission's purchasing and marketing procedures. \_\_\_\_\_ (initial)

By initialing this statement, I, \_\_\_\_\_ certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license worksheet. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under RSA 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X \_\_\_\_\_  
 Applicant Signature Date Title



**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Form LTW-35 General Instructions**  
 Please submit form to NHLHC, PO Box 1795, Concord, NH 03302  
 603-271-3521

**WHO MUST FILE**

Individuals, partnerships, limited liability companies and partnerships, or corporations but not to unincorporated associations, to apply for the manufacture, warehousing, sale, offer for sale, or solicitation of orders for sale of liquor or beverages and for retail sales of tobacco products within the state, subject to the limitations and restrictions imposed by RSA 178:2.

**WHEN TO FILE**

Before operating

**WHERE TO FILE**

- NHLHC, 50 Storrs St., Concord, NH 03301 (or)
- NHLHC, PO Box 1795, Concord, NH 03302
- Email [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov)

**NEED HELP**

- If you have any questions, please contact [Enforcement Licenses Help Desk@liquor.nh.gov](mailto:Enforcement_Licenses_Help_Desk@liquor.nh.gov) (or) Call (603) 271-3521 between 8:00am – 4:30pm, Monday through Friday.

**WHAT IS THE FEE**

The annual liquor and wine representative license fee is determined pursuant to RSA 178:29, V(d), which for wine and liquor representative with 4 or fewer salespersons is \$500 and wine and liquor representative with 5 or more salespersons is \$1,000.

See the following RSA for any fee updates:

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-29.htm>

**Incomplete license type requirement form will be returned to the applicant and will result in a delay in issuance of a license. Some common omissions/errors include:**

- The application for license is not attached. (This does not apply for renewals.)
- Check missing or not filled-out completely or signed.
- License type requirement form is not properly complete or unsigned.

**RSA 175:1, XLIV Definition:**

"Liquor and wine representative" means a person who offers for sale or solicits orders for the sale of any liquor or wine or both. A liquor and wine representative shall be employed by the holder of a vendor's license. A licensed representative may also employ registered salespersons to act in his behalf.

<http://www.gencourt.state.nh.us/rsa/html/XIII/175/175-1.htm>

To ensure that you qualify for the type of license you want, see the following RSA:

**RSA 178:10 Liquor & Wine Rep License**

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-10.htm>