

4 STEPS FOR LICENSING

- STEP 1:** Fill out and mail application, including a check for \$100.00 (non-refundable processing fee), Made out to NHLC, Division of Enforcement, PO BOX 1795, Concord, NH 03302.
- STEP 2:** Obtain All Documents requested for the type of application you are applying for (indicated in checklist from step #2). Once your premises is ready for an inspection (renovations completed, furniture in place), notify the help desk. The help desk will contact the Investigator to conduct an inspection of the premises.
- STEP 3:** The day after the inspection is completed, and you possess all documents required for licensing, call the licensing help desk at (603) 271-3523 and schedule a final appointment.
- STEP 4:** Bring **COPIES** of all the paperwork, with the exception of the notarized affidavits-those must be the originals. All documents must be in the name of the entity or non-entity that is to be licensed.