How to Request a Liquor License
Online Liquor License Request

• Please go to our home page or use the link below and follow these step by step directions

• [https://www.nh.gov/liquor/enforcement/index.htm](https://www.nh.gov/liquor/enforcement/index.htm)
Click on Licensing
Click on “How do I Apply?”
If you know what type of liquor license you are applying for click on “Complete an initial on-line application”

If you are unsure which type of license you would like please click here for direct access to specific license files
Or you may call 603-271-3523 for help choosing the correct liquor license.
You have now been directed to the state’s Online Licensing Web page. Click on Create an account for a business.
Create a New Account

You will enter the number zero for license number.

You will enter the number zero for registration code.

Then click search.
You are now on the page where you will enter in all the information about your business. You must complete all fields.

**Address entered here is for the business address.**

**Business Name**: Is the entity name (LLC, Corp., Sole Proprietorship, Non-Profit)

**FEIN**: Federal Employee Identification Number

**Owner Name** is the business trade name Doing business as.
On Bottom of Page:

You will create a User Id:

Please write down your User ID you will need it later!!!!

You will create a Password:

Please write down your Password you will need it later!!!!

When all fields are complete and you have written down your User ID and Password click “Register”
After registering your business click on Login Page.
Enter in the User ID and Password you created. Then click Login.
Application for NEW Licensure Page

Use drop down menus to select.

**Profession**: Select Liquor Commission

**License Type**: Select Initial Application

**Obtained By Method**: Select Application

Then click Start Application
You will need to fill in each section listed in the menu field.

Demographics
License Update
Corporate Personnel
Finish
Demographics

Your information may fill in automatically but if it does not you will need to manually enter the information.

When all information is entered click Submit.
License Update

- Please enter in all information and answer any questions on this page.
- Click Submit.
Corporate Personal

Enter information for Corporate Personnel. Click save.

If you have more than one member, click add and repeat process for all members, saving each time.

When all members have been added, click on continue.
Finish and Pay License Application Fee

Click on Pay Fees.

Once Application fee has been paid you have completed the online liquor license request for application.

Check your email for next steps.
• Check your email for an email from NH Liquor Commission.  
 You may need to check your junk/spam folder

• Your email will have two attachments.

• The first one is the specific liquor license application you requested.

• The second attachment will be a worksheet that also needs to be completed in addition to the application.
License Type Application (Example)

These forms are fillable forms:

- Fill in all sections and answer all questions on all three pages.
- Save forms to your device. You will send your forms by Email AFTER your inspection is completed.
Please make sure you sign the bottom of the application on page three.
License Type Worksheet (example)

- These forms are fillable forms. Fill in all sections and answer all questions on all three pages.
- Please be sure to submit the required documents.
- Save the forms to your device.
- You will send your forms by Email AFTER your Inspection is completed.
License Type Worksheet (example)

- These forms are fillable forms.
- Fill in all sections and answer all questions and save to your device.
- You will send your forms by Email AFTER your Inspection is Completed.
- Make sure you sign the worksheet.

Page four answers some FAQs and provides other important information about your license.
Business Ready for Inspection?

- When you have all of your paperwork and your business is setup for inspection please call 603-271-3523 or email NHLC.licensing@liquor.nh.gov to request a site inspection.
- The help desk will send your request to the area investigator to schedule a time with you for inspection.
- After your inspection is complete you may email all paperwork to NHLC.licensing@liquor.nh.gov for review.
- Once your paperwork is received, it will be reviewed and a request for approval will be made. You will be contacted to make payment when the application is approved.