

# 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>

Click on Licensing

Official website of the NH Liquor Commission | nh.gov/liquor/enforcement/

Get the latest **Coronavirus COVID-19** Update at <https://www.covid19.nh.gov>

an official NEW HAMPSHIRE government website

# NEW HAMPSHIRE LIQUOR COMMISSION


## DIVISION OF ENFORCEMENT

Tuesday, November 9, 2021


- Liquor Commission Home
- Enforcement
- COVID-19 Enforcement Summary
- Documents and Reports
- About Us
- Education and Training
- Licensing**
- Auditing
- Direct Shipping
- Media
- Laws and Rules
- Commendations and Complaints
- Frequently Asked Questions
- Contact Us

### Welcome

Official website of the NH Liquor Commission, Division of Enforcement & Licensing



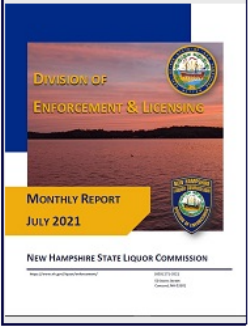
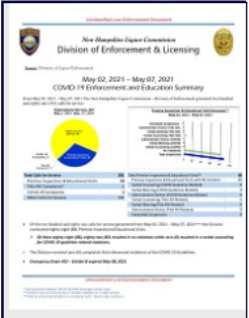
#### Message from the Chief



I would like to extend a heartfelt welcome to the New Hampshire Liquor Commission, Division of Enforcement and Licensing website.

As a parent, I have a deep conviction for keeping the children of our great state safe especially in their formative years. At the Division of Enforcement and Licensing we feel that a solid foundation of education will not only help us work towards eliminating underage drinking, but also keep our roadways safe and minimize impaired driving. Reducing and eliminating incidents of underage drinking and impaired driving starts with a great education component and fortifying the need to make good choices. I look forward to working in constructive and creative ways to continue the NHLC Division of Enforcement and Licensing's efforts to eliminate underage drinking and minimize the associated injuries.

search this site



#### Quick Links

- Directions to Liquor Enforcement

Click on  
"How do  
I Apply?"

Licensing | NH Liquor Commission x +

nh.gov/liquor/enforcement/licensing/index.htm


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# NEW HAMPSHIRE LIQUOR COMMISSION DIVISION OF ENFORCEMENT


Tuesday, November 9, 2021


**Licensing**

- Liquor Commission Home
- Enforcement 
- COVID-19 Enforcement Summary
- Documents and Reports
- About Us
- Education and Training
- Licensing
- Auditing
- Direct Shipping
- Media
- Laws and Rules
- Commendations and Complaints
- Frequently Asked Questions
- Contact Us


- [How do I Apply? Steps to Obtaining a License](#)
- [Online Renewal](#)
- [Types of Licenses](#)
- [Forms & Resources](#)
- [Licensee Lookup](#)
- [Survey](#)

 Adobe Acrobat Reader format. You can download a free reader from [Adobe](#).

Select Language 

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NH Liquor Commission, Division of Enforcement  
50 Storrs Street | Concord, NH 03301  
(603) 271-3521

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Type here to search

39°F Sunny 9:07 AM 11/9/2021



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.

nh.gov/liquor/enforcement/licensing/request-application.htm

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# NEW HAMPSHIRE LIQUOR COMMISSION

## DIVISION OF ENFORCEMENT

Tuesday, November 9, 2021

- Liquor Commission Home
- Enforcement
- COVID-19 Enforcement Summary
- Documents and Reports
- About Us
- Education and Training
- Licensing
- Auditing
- Direct Shipping
- Media
- Laws and Rules
- Commendations and Complaints
- Frequently Asked Questions
- Contact Us

### Liquor and Tobacco License Request for Application

search this site

**Below are the four main steps involved in the Division's Licensing Process.**

To ensure an understanding of the process, please be sure to review all four steps prior to beginning an application in Step 1.

**Step 1. Complete an initial on-line application.** All questions must be answered and the initial on-line application must be submitted by a person who is authorized by the entity. [Click here for direct access to the specific license type files.](#)

**Step 2.** Licensure Specialists will email the appropriate application and corresponding worksheet to an applicant after the initial on-line application is received. Please note: This documentation is specific to the type of license indicated in the application filed in Step 1. Once you possess all documents required for licensing (all documents must be in the name of the entity or non-entity that is to be licensed), call the licensing help desk at (603) 271-3523. The Licensing Help Desk will contact the area Investigator to conduct an inspection of the premise.

**Step 3.** After the site inspection is complete, please return the completed documents to the Licensing Help Desk. Again, please send electronic copies of all documentation and forms when possible.

**Step 4.** Once all paperwork has been received, a Licensure Specialist will contact the applicant to complete the licensing process. Should it be determined that any documentation is missing, the applicant will be instructed to send electronic copies to ensure all requirements are met for the issuance of a license.

If you have any questions you may call (603) 271-3523 or email the Licensing Helpdesk at [licensing@liquor.nh.gov](mailto:licensing@liquor.nh.gov).

Select Language

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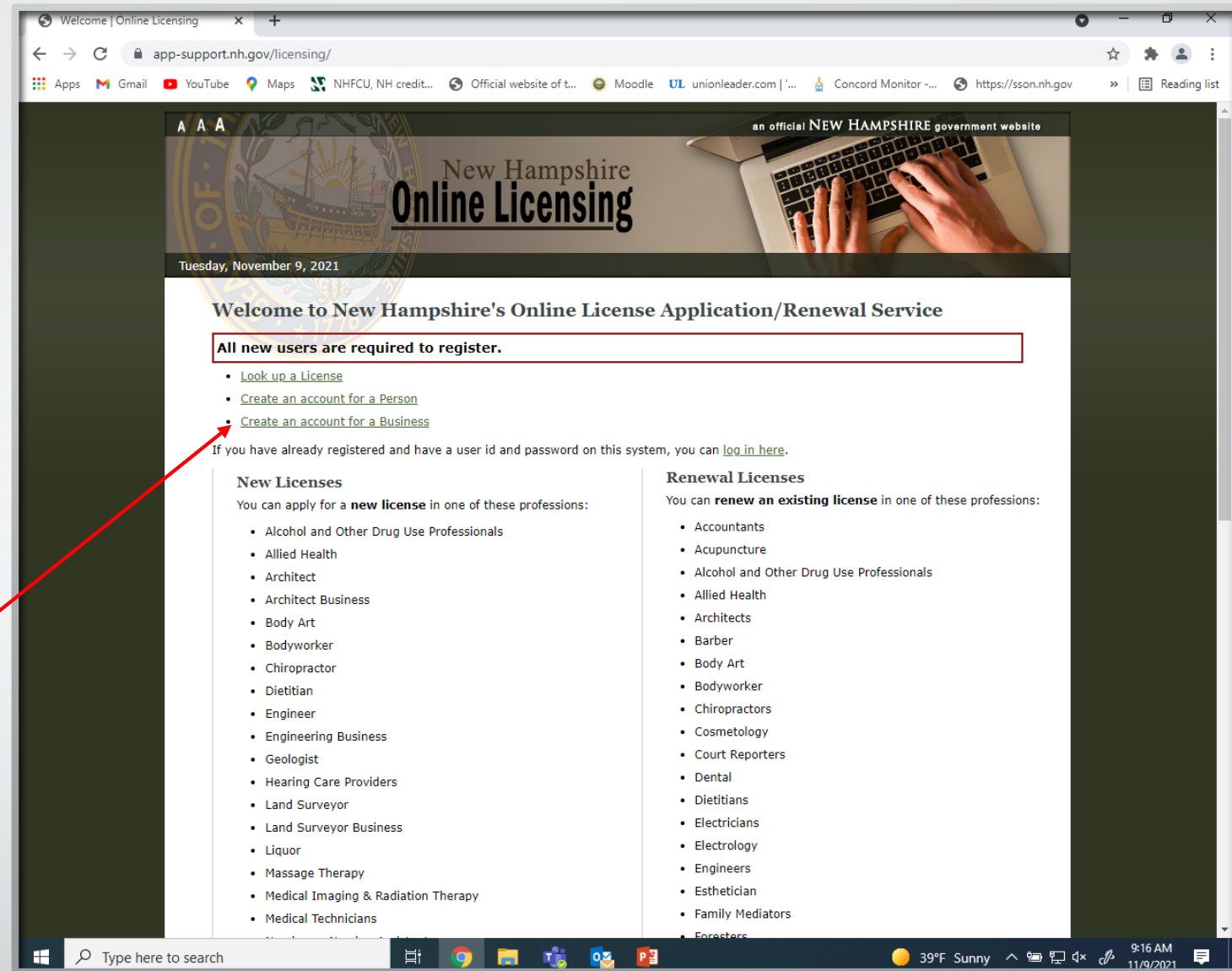
NH Liquor Commission, Division of Enforcement  
50 Storrs Street | Concord, NH 03301  
(603) 271-3521

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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.

The screenshot shows a web browser window with the URL `forms.nh.gov/license/PersonSearchResults.aspx?Facility=Y`. The page header features the New Hampshire state seal and the text "NEW HAMPSHIRE Online Licensing". A green "Menu" button is visible, with a "Login Page" link below it. The main heading is "Search for your Business/Facility Record". Below this, there are instructions: "Read all instructions before beginning the registration process. In order to use this site you must create a user name and password that is associated with the New Hampshire business license record. You must complete the search process to create a user name and password even if the business does not have an existing license in New Hampshire." There are three sections: "Existing NH Business License:" with instructions to enter license and registration codes; "Never Held a NH Business License:" with instructions to enter zeros; and "Retrieve Business User ID:" with instructions to enter license and registration codes to display current information. At the bottom, there are input fields for "License Number:" and "Registration Code:", followed by a "Search" button. Red arrows from the text on the left point to these fields and the "Search" button. The footer includes links for "NH.Gov", "Privacy Policy", "Accessibility Policy", and "Contact Us Form". The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the date and time "9:19 AM 11/9/2021".

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.

InitialRegistration

forms.nh.gov/license/InitialRegistration.aspx

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**NEW HAMPSHIRE**  
**Online Licensing**

**Menu**  
Login Page

**Initial Registration**

If the business has a license in New Hampshire you should not be on this page. Click [here](#) to search for your record.

If the business does not have a license in New Hampshire and you are applying for a license then fill in the form below and click Register.

**Name**

\* Business Name:  \* Owner Name:

\* FEIN:

**Facility Address**

FOR NH LOTTERY LICENSES: Your Facility Address is the Mailing Address of the facility that you are registering for.

Country:  \*Phone:   
ex. 3015551212

\*Line 1:  Fax:   
ex. 123 Fourth St. ex. 3015551212

Line 2:  Email:   
ex. Apt. 100 ex. username@domain.com

\*City:

Foreign Addresses:  
Enter city, region, postal code

County:

\*State:

\*Zipcode:   
ex. 02705 or 027051234



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"

The screenshot shows the 'InitialRegistration' page on the forms.nh.gov website. The page is titled 'Facility Address' and contains instructions for NH Lottery licenses. The form includes fields for Country (United States), Phone, Line 1, Line 2, City, State (NH), and Zipcode. There is also a 'Foreign Addresses' section. Below the address fields, there is a 'User ID' section with a 'User Id' field and a 'Password' field. The password field has a note: 'Passwords must be a minimum of 8 characters and must contain ALL of the following: 1 uppercase letter, 1 lowercase letter, 1 number, and 1 of these special characters: @, &, %, !'. There is also a 'Confirm Password' field. At the bottom of the form, there is a 'Password Question' field with the example 'Favorite color?' and a 'Password Answer' field with the example 'Blue'. A red arrow points from the text 'click "Register"' to the 'Register' button at the bottom right of the form.

InitialRegistration x My certificates x +

forms.nh.gov/license/InitialRegistration.aspx

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Facility Address

FOR NH LOTTERY LICENSES: Your Facility Address is the Mailing Address of the facility that you are registering for.

Country: United States \*Phone ex. 3015551212

\*Line 1 ex. 123 Fourth St. Fax: ex. 3015551212

Line 2: ex. Apt. 100 Email: ex. username@domain.com

\*City Foreign Addresses: Enter city, region, postal code

County: Get City from Zip

\*State NH

\*Zipcode ex. 02705 or 027051234

User ID

Make sure you keep your User ID for future reference.

User Id: ex. jsmith - 25 character limit

Password: Passwords must be a minimum of 8 characters and must contain ALL of the following:  
1 uppercase letter,  
1 lowercase letter,  
1 number,  
and 1 of these special characters: @, &, %, !

Confirm Password:

Password Question: ex. Favorite color? Password Answer: ex. Blue

Register

NH.Gov | Privacy Policy | Accessibility Policy | Contact Us Form


Type here to search 44°F Sunny 9:36 AM 11/9/2021

After registering  
your business click  
on Login Page.

Registration Complete

forms.nh.gov/license/RegistrationComplete.aspx

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 **NEW HAMPSHIRE  
Online Licensing**

**Menu**

- Login Page

**Registration Success**

You have successfully registered!  
Please [login](#)....

 [NH.Gov](#) | [Privacy Policy](#) | [Accessibility Policy](#) | [Contact Us Form](#)

Type here to search


63°F Sunny 2:18 PM 11/9/2021

Enter in the User ID  
and Password you  
created. Then click  
Login.

Login

forms.nh.gov/license/Login.aspx

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- PERSON ACCOUNT**
  - Create an Account
  - Reset Password
  - Retrieve User ID
- BUSINESS ACCOUNT**
  - Create an Account
  - Reset Password
  - Retrieve User ID

**New Hampshire Online Licensing**

If you have specific questions regarding the licensing process contact your licensing agency. If you have a problem using this web site send an email by clicking on the Contact Us link below. This mail is monitored during normal business hours.

User Id:

Password:

Login

NH.Gov | Privacy Policy | Accessibility Policy | Contact Us Form

Type here to search


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Click on New Application

Home x +

forms.nh.gov/license/Home.aspx

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- New Application
- Reinstate License
- Renew
- Manage Employees
- Demographics Update
- Upload Documents
- Payment History
- Logout

**Licensing Home Page**


Displayed below are all records associated with you, or the corporation you represent. The display may also include any pending applications currently in process for your program or facility.

Name

Full Name: GATOR Pub  
Issued To/  
Home Provider/ no one  
Manager:  
FEIN 1235698

Licenses/Permits/Registrations

No license

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Windows taskbar: Type here to search, 63°F Sunny, 2:23 PM, 11/9/2021

# 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

Select License

forms.nh.gov/license/SelectLicense.aspx

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- Licensing Home Page
- Logout

## Application for NEW Licensure

**This page is to APPLY FOR A NEW LICENSE.** If you want to RENEW a license go back to the Home page and choose RENEW

Select the Profession, License Type and Obtained By Method for which you are applying.

**Make sure you choose the CORRECT OBTAINED BY METHOD.**

**PHARMACY TECHNICIANS** upgrading from Registered to Certified - choose Upgrade from Registered in the Obtained by Method dropdown

**PHARMACISTS** wishing to apply by score transfer can only do so if the transfer was requested through NABP within 90 days of the exam. Please look on the [Pharmacy web site](#) for more information.

**LIQUOR COMMISSION:** All applicants **MUST** choose "Initial Application" to proceed **EXCEPT** those who are applying for a Special One Day permit, an Alcohol Consultant License, or a Liquor/Wine Representative License.


**TEMPORARY LICENSE:** [Information about Temporary Licenses](#)  
Select A Temporary or Emergency License as the profession

License Type Selection

Profession:

License Type:

Obtained By Method:

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Type here to search

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You will need to fill in each section listed in the menu field.

**Demographics**

**License Update**


**Corporate Personnel**

**Finish**

Process Start

forms.nh.gov/license/ProcessStart.aspx?process=APP

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE UPDATE\*
- ☐ CORPORATE PERSONNEL\*
- ☐ FINISH
- Licensing Home Page
- Logout

**Request License Application**


**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.

**WHAT IS THE FEE**  
The annual license fee is determined per RSA 178.29 based on the license type you are applying for.

- Application fee is \$100 (Non-Refundable)
- License fee will be determined after completion of worksheet requirements and final issuance of license
- You will be advised of license fee at final appointment

**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) 271-3523 between 8:00am - 4:30pm, Monday through Friday

Start the Application process by clicking on the **Demographics** in the left side menu.

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Type here to search

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# 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.

Update Demographics x +

forms.nh.gov/license/DemographicsUpdate.aspx

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- ☐ Demographics
- ☐ LICENSE UPDATE\*
- ☐ CORPORATE PERSONNEL\*
- ☐ FINISH
- Licensing Home Page
- Logout

**Business Address Information**

Please provide the business address. This is the actual physical location of the business.

**Name**

Business Name:  Owner/Applicant Name:

**Business Address**

Country:  Phone:

Line 1:  Fax:


Line 2:  Email:

City:

State:

ZipCode:

County:

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Windows Taskbar: Type here to search | 63°F Sunny | 2:38 PM 11/9/2021

# License Update

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

Update License x +

forms.nh.gov/license/LicenseUpdate.aspx?

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### Menu

- ☒ DEMOGRAPHICS\*
- ☐ License Update
- ☐ CORPORATE PERSONNEL\*
- ☐ FINISH
- Licensing Home Page
- Logout

### License Information

Please enter all information requested below. Fields with an asterisk '\*' are required.

NH Law mandates that any and all individuals who have or may have control or interest in the proposed business be fully disclosed. RSA 178:3.V

NH Law mandates that all applicants disclose any substantial business interests involving the manufacture, sale, or distribution of liquor or beverages. RSA 178:3.V.e

Applicant must disclose any and all other license applications or licenses held during the previous 5 years. RSA 178:3.V.f

If no Trade Name exists, please enter the Business Name below

\*Trade Name:

\*Type of License:

\*Type of Entity:

---

\*Date business entity was formed:

\*State chartered in:

\*EIN:

Who is the primary contact for all matters related to this license?

\*Name:

\*Phone #:

Was there a previous liquor license at this location?

\*Yes/No:

If yes, License #:

and/or Trade Name:

Are there any persons who own, have a right to control or have any interest in the proposed business other than that will be listed in the Corporate Personnel section?

\*Yes/No:

If yes, please explain:

Does the applicant have any financial or other interest directly or indirectly with a manufacturer, vendor, or wholesaler?

\*Yes/No:

If yes, please explain:

Has the business entity or its partners, members, or officers, previously owned or had any interest in any liquor license within the last 5 years?

\*Yes/No:

If yes, when?

License Name:

License #:

Do you want to purchase a Restaurant Delivery License?

\*Yes/No:

Explanation of Business Plan:

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Type here to search

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# Corporate Personnel

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.

Corporate Personnel

forms.nh.gov/license/CorporatePersonnel.aspx?UpdateChecklist=true&

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## Online Licensing

### Menu

- ☒ DEMOGRAPHICS\*
- ☒ LICENSE UPDATE\*
- ☐ Corporate Personnel
- ☐ FINISH
- Licensing Home Page
- Logout

### Authorized Personnel Info

Please provide the contact information for all partners, officers, members and managers: Click **Save** then **Add** to add the next contact person until done. To finish, click **Continue**.

#### Details

Position:

First Name:

Middle Name:

Last Name:

Birth Date:

Country of Citizenship/Resident Alien Status:

#### Address

Line 1:  Phone:

Line 2:

City:  Fax:

State:  Email:

ZipCode:  You must enter a value

Country:

County:

#### Corp Personnel

No corp personnel for license

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Type here to search

64°F Sunny 2:46 PM 11/9/2021

# 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.

Summary

forms.nh.gov/license/Summary.aspx?

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 **NEW HAMPSHIRE**  
**Online Licensing**

**Menu**

- ☒ DEMOGRAPHICS\*
- ☒ LICENSE UPDATE\*
- ☒ CORPORATE PERSONNEL\*
- ☐ Finish
- Licensing Home Page
- Logout

**Application Summary**

A summary of your application information is below.

**Application for License**

**Initial Application**

Profession:	Liquor Commission	License Number:	Pending	License Status:	Pending
Secondary Type:		Issue Date:		Expiration Date:	

**Address Information**

Name: GATOR Pub

**Licensee Address:**

123 Main st  
Epsom, NH 03234  
gregory.r.gagnon@liquor.nh.gov  
6031234567

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.

[Pay Fees](#)

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Type here to search

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- 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.

From: Friday, January 8, 2021 11:03 AM  
 Sent: Your email address  
 To: NH Liquor Commission: New Application for Liquor License  
 Subject: Retail (on-site) Application.pdf; 03-restaurant-worksheet.pdf  
 Attachments:  
 :

Greetings:

Thank you for submitting your application to the New Hampshire Liquor Commission's Division of Enforcement & Licensing. Please review the below steps and information required to complete your application. Understanding this information in full will help ensure a timely and smooth issuance of your final license.

**\*\*Your business has been issued the following license number: 1234567. Please make sure to include this number in the subject line of ALL future communication with the Licensing Help Desk!\*\***

To complete the licensing process initiated via our online application portal, please review and complete the following steps in order:

- NOTE: NO PAPERWORK should be submitted to the Licensing Help Desk prior to the completion of the site inspection! Please send electronic copies of all documentation, when possible.
- Please contact the Help Desk directly ([Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov) or (603) 271-3523) as soon as you are ready for a site inspection. Once notified, an investigator will contact you to schedule the appointment. The application process cannot move forward until the site inspection is completed.
- AFTER the site inspection is complete, please complete the required documents and return them to the Licensing Help Desk. Again, please send electronic copies of all documentation and forms when possible.
  - o The attached application and worksheet forms are fillable and do not need to be printed. Please type directly into the fields on the forms, save them to your device, and email them directly to [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov).
    - Please note: in addition to the forms included with this email, one or more additional documents must be sent to the Division as a part of this application process. Additional documentation requirements will be listed in the attached Application and Worksheet forms
  - o Please be sure to complete and retain all required notarized affidavits per your license's application guidelines (see attached worksheet)
  - o If the licensee's physical location is within the State of New Hampshire, please be sure to complete the MTS Designee form
- You are not permitted to place orders with Beverage Distributors until you have completed all steps of licensing with the NH Division of Liquor Enforcement & Licensing. By submitting the request for application, you have completed Step One of a multi-step process. The generic number assigned by our online portal is not a valid liquor license number and is not to be used to place orders. As you progress through the licensing process, a comprehensive review of your application and support documents will occur to ensure all licensure requirements have been met by the applicant prior to the issuance of a liquor license.

If you have any questions, please contact us directly via email at [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov) or by phone at (603) 271-3523.

# 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.



NEW HAMPSHIRE LIQUOR COMMISSION  
Please submit form to:  
NHLC, 50 State Street, Concord, NH 03301  
603-271-3521  
*License & Fee required before operating*

## FOR NHLC USE ONLY

License Type:	
From:	To:
License Fee:	

### LICENSE TYPE APPLICATION RETAILER ON-PREMISES

#### SECTION 1: TO BE COMPLETED BY APPLICANT

Business Name					Trade Name				
Name of Primary Contact for Applicant									
Business Address				City/Town	State		Zip		
License Location Address				City/Town	State		Zip		
Mailing Address				City/Town	State		Zip		
Business Phone		Website		Email Address		EIN/SSN			

The applicant has control of the premises by: ☐ Warranty deed ☐ Lease agreement

Is this business conducted with any money or equipment, furniture or property provided from any manufacturer, vendor, liquor and wine representative, or wholesale distributor?

☐ Yes ☐ No If yes, please explain: \_\_\_\_\_

Is this business in good standing with the New Hampshire secretary of state? ☐ Yes ☐ No

Has the business trade name been registered with the New Hampshire secretary of state? ☐ Yes ☐ No

Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1? ☐ Yes ☐ No

Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?

☐ Yes ☐ No If yes, list name(s) and convictions: \_\_\_\_\_

Do you want to purchase a Restaurant Delivery License (Additional Application Fee)? ☐ Yes ☐ No

Has a site inspection been completed by an investigator? ☐ Yes ☐ No

Has the MTS designee completed training? (Required per RSA 178:2) ☐ Yes ☐ No

Date of completion: \_\_\_\_\_

MTS designee name: \_\_\_\_\_

#### SECTION 2: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY COMPANY (LLC)?

Yes ☐ No ☐ Not Applicable ☐

- ☐ Registered trade name through the New Hampshire secretary of state;
- ☐ Certificate of Formation with all addendums attached;
- ☐ Certificate in Good Standing issued within the last 12 months;
- ☐ Certificate of Authority if non-NH LLC;
- ☐ LLC operating agreement;
- ☐ Notarized original Power of Attorney; and
- ☐ Notarized original Affidavit for each member

#### SECTION 3: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY PARTNERSHIP (LLP)?

Yes ☐ No ☐ Not Applicable ☐

- ☐ Registered trade name through the New Hampshire secretary of state;
- ☐ Registration as LLP with all addendums attached;
- ☐ Certificate of Good Standing issued within the last 12 months;
- ☐ Certificate of Authority if non-NH LLP;
- ☐ LLP operating agreement;
- ☐ Notarized original Power of Attorney; and
- ☐ Notarized original Affidavit for each partner

#### SECTION 4: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A CORPORATION?

Yes ☐ No ☐ Not Applicable ☐

- ☐ Registered trade name through the New Hampshire secretary of state;
- ☐ Certificate of Incorporation with all addendums attached;
- ☐ Certificate of Good Standing issued within the last 12 months;
- ☐ Certificate of Authority if non-NH Corporation;
- ☐ Articles of Incorporation with all addendums attached;
- ☐ Minutes of organization meeting;
- ☐ Minutes of recent meeting to support current corporate officers;
- ☐ By-Laws;
- ☐ Stock Certificate;
- ☐ Notarized original Power of Attorney; and
- ☐ Notarized original Affidavit for each corporate officer

#### SECTION 5: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A SOLE PROPRIETOR?

Yes ☐ No ☐ Not Applicable ☐

- ☐ Registered trade name through the New Hampshire secretary of state;
- ☐ Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- ☐ Notarized original Power of Attorney; and
- ☐ Notarized original Affidavit

#### SECTION 6: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A PARTNERSHIP?

Yes ☐ No ☐ Not Applicable ☐

- ☐ Registered trade name through the New Hampshire secretary of state;
- ☐ Partnership Agreement (General or Limited)
- ☐ Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- ☐ Notarized original Power of Attorney; and
- ☐ Notarized original Affidavit for each partner

# License Type Application Page Three (Example)

Please make sure you  
sign the bottom of the  
application on page  
three.

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


I declare under 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



# 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.

 **NEW HAMPSHIRE LIQUOR COMMISSION**  
Please submit form to:  
NHLCC, 50 Storrs Street, Concord, NH 03301  
603-271-3521  
*License & Fee required before operating*

FOR NHLCC USE ONLY

License Type: Restaurant
RSA: 178:20, 178:21, 178:22
Liq Rule: 705.29
From _____ To _____
License Fee: _____

## LICENSE TYPE WORKSHEET RESTAURANT

Business Name _____	Trade Name _____
Name of Primary Contact for Applicant _____	

### THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED PRIOR TO A LICENSE BEING ISSUED:

1. WARRANTY DEED OR LEASE AGREEMENT
2. TOWN OR CITY APPROVAL
3. PERMIT OF ASSEMBLY
4. HEALTH FOOD SERVICE LICENSE (IF APPLICABLE)
5. DIAGRAM - DESCRIPTION OF AREA INTENDED TO BE UTILIZED FOR THE SALE AND/OR SERVICE OF BEVERAGES, WINE, LIQUOR, AND/OR TOBACCO PRODUCTS

### License Type Applied for:

- ☐ Beverage and Wine ----- ☐ Beverage, Wine and Liquor ----- ☐ Cocktail Lounge  
Proceed to Section 1 Proceed to Section 2 Proceed to Section 2 & 3

1. The seating capacity of the dining room is \_\_\_\_\_. If there are additional rooms licensed, the total number of rooms is \_\_\_\_\_ and the seating capacity of the additional room(s) is \_\_\_\_\_.
2. The number of outside patios is \_\_\_\_\_. The total number of outside seats is \_\_\_\_\_.

### SECTION I: FOR RESTAURANT BEVERAGE & WINE

#### ACKNOWLEDGEMENTS (initial after each) – Beverage & Wine.

1. Acknowledge that the applicant prepares, cooks, and serves the food for the restaurant. \_\_\_\_\_ (initial)
2. Acknowledge that the kitchen facility can properly service the licensed dining room(s). \_\_\_\_\_ (initial)
3. Acknowledge that public toilet facilities meeting the requirements of RSA 143-A are available for use by patrons. \_\_\_\_\_ (initial)
4. Acknowledge that applicant shall at all times maintain a dining room or rooms open to the public with seating for at least 20 patrons. \_\_\_\_\_ (initial)
5. Acknowledge that the business shall sell beverages, liquor, or wine containing not more than 24 percent alcohol by volume at 60 degrees Fahrenheit. \_\_\_\_\_ (initial)

6. Acknowledge that all liquor and beverage consumed on the premises shall be those sold by the business. \_\_\_\_\_ (initial)
7. Acknowledge that all liquor and beverage shall only be sold in licensed dining rooms at such times as meals are available, promoted, and served in those rooms. \_\_\_\_\_ (initial)

**SECTION II: FOR BEVERAGE – WINE – LIQUOR - LICENSE** – In addition to meeting all the requirements outlined above for the sale of beverage and wine, if the applicant is requesting a full service restaurant licensed under RSA 178:21, II(a) or (b), complete this section.

#### PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. If this application is for full liquor and/or a cocktail lounge, the food sales of the restaurant for the 12 months prior to this filing were \$ \_\_\_\_\_. The alcohol sales were \$ \_\_\_\_\_. (For renewal applications only).

#### ACKNOWLEDGEMENTS (initial after each) – Beverage, Wine & Liquor.

1. Acknowledge that the kitchen facility can service the licensed dining areas as a full service restaurant. \_\_\_\_\_ (initial)
2. Acknowledge that applicant shall at all times maintain a dining room or rooms open to the public, with seating for at least 20 patrons. \_\_\_\_\_ (initial)
3. Acknowledge that the location of the service bar meets the requirements of RSA 175:1, LXI. \_\_\_\_\_ (initial)
4. Acknowledge that full course meals are a requirement. \_\_\_\_\_ (initial)
5. Acknowledge that meals shall be readily available, promoted, and served to the table. \_\_\_\_\_ (initial)
6. Acknowledge that the dining room and kitchen must be fully staffed. \_\_\_\_\_ (initial)
7. Acknowledge that the restaurant must be open a minimum of five (5) days a week serving the evening meal. \_\_\_\_\_ (initial)

### SECTION III: FOR COCKTAIL LOUNGE LICENSE

#### PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. If this application is for full liquor and/or a cocktail lounge, the food sales of the restaurant for the 12 months prior to this filing were \$ \_\_\_\_\_. The alcohol sales were \$ \_\_\_\_\_. (For renewal applications only).

2. The seating capacity of the lounge is \_\_\_\_\_.

#### ACKNOWLEDGEMENTS (initial after each) – Cocktail Lounge.

1. Acknowledge that no person under the age of 18 are allowed in the cocktail lounge unless accompanied by a parent, legal guardian, or adult spouse. \_\_\_\_\_ (initial)

# 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.

2. Acknowledge that a separate room or rooms will be maintained and used for the service of alcoholic beverages with or without food.  (initial)
3. Acknowledge that the cocktail lounge shall not be operated on days that the dining room is closed.  (initial)
4. Acknowledge that the cocktail lounge shall not operate before the dining room opens for meals except if breakfast and lunch are not offered, the cocktail lounge may operate three (3) hours before the dining room opens for evening meals.  (initial)
5. Acknowledge that dining rooms and areas may not be used as overflow of the cocktail lounge before 9:00 p.m.  (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-03 General Instructions  
Please submit form to NHLC, 50 Storrs Street, Concord, NH 03301  
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

- NHLC, 50 Storrs Street, Concord, NH 03301
- 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 Restaurant fee is determined by RSA 178:29 I:

Restaurant with beer and wine:	\$ 480.
Restaurant with beer, wine & liquor:	\$ 840.
Restaurant with cocktail lounge:	\$1,200.

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, XXXIII Definition:

"Full service restaurant" means a room or rooms capable of seating, at tables with chairs or at booths, at least 20 guests at one time. The dining room and kitchen shall be sufficiently staffed. Meals shall be readily available, promoted and served to the table. The menu shall contain a variety of full course meals and a sandwich menu may be substituted at the noon meal.

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

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

## RSA 178:20 On-Premises Beverage and Wine Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-20.htm>

## 178:21, I, II-(5) On-Premises Beverage and Liquor Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-21.htm>

## 178:22, V(q) On-Premises Cocktail Lounge Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-22.htm>

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](mailto: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](mailto: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.