



Department of Commerce

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
Alcohol Beverage and Tobacco Control Division
Caller Box 10007, Saipan MP 96950
Tel: (670) 664-3014 • Fax (670) 664-8074
Website: www.commerce.gov.mp



NEW APPLICATION

ALCOHOL BEVERAGE CONTROL LICENSE

Application forms and other required documents must be completed (typed or printed legibly) before submitting to the Alcoholic Beverage and Tobacco Control (ABTC) Division. If you have any questions, please call the ABTC division, Department of Commerce at telephone number (670) 664-3065/3014, Fax (670) 664-3067 or send us an email at cnmi.abtc@commerce.gov.mp.

REQUIREMENTS

All application and other required documents must be verified by an ABTC representative prior to accepting any application and assessing any fees. The following documents should be submitted to the ABTC division for review.

1. **Alcohol (liquor) License Application**
2. **Alcohol License Application - Exhibit "A" form (if applicant is a corporation).**
3. **Current Original Police Clearance/Criminal Record (for: persons listed on the Exhibit "A" form, bartender, partnership, sole proprietor).**
4. **Original Certificate of Good Standing/Existence (obtain at Registrar of Corporation at the Rev & Tax Office if applicant is a corporation).**
5. **Copy of Corporate Documents (if applicant is a corporation) i.e., Certificate of Incorporation, By-Laws, Articles of Incorporation, Annual Corporation Report.**
6. **Copy of Partnership Agreement (if partnership) .**
7. **Class-3 Registration form (if class-3 type of license) [attach copies of work and entry permit(s) for non-resident workers, Social Security number, official I.D. for resident workers.**
8. **Copy of Non-Immigrant Long Term Business Entry Permit (if applicant is non-U.S. Citizen residing in the CNMI).**
9. **Copy of Public Health Sanitation Permit.**
10. **Copy of Business License**
11. **Map of Exact Location, Street name and Lot number.**
12. **Copy of notarized Lease /Rental Agreement, Title or Deed (referring to the proposed premise to conduct business.**
13. **Payment of receipt (only after assessment has been made with ABTC division).**

NOTE: Upon acceptance of application, a thorough inspection will be conducted on the proposed business premises to determine whether the premise qualifications/conditions are met by the prospective applicant. In addition, other requirements not listed herein may be requested for submission prior to the consideration of application for approval.