



*Department of Commerce*  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
Caller Box 10007, Saipan MP 96950  
Tel: (670) 664-3014 • Fax (670) 664-8074  
Website: [www.commerce.gov.mp](http://www.commerce.gov.mp)



## NEW APPLICATION

### **Tobacco Control License Instructions**

Application forms and other required documents for new 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 664-3065/664-3014.

#### **REQUIREMENTS**

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

1. Tobacco Control License New Application
2. Original Current Police Clearance/Criminal Record of applicant
3. List names of employees or agents authorized to transact or sell tobacco products (must be 18 years of age and older), provide valid I.D. copy for each.
4. Copy of Public Health Sanitation Permit
5. Copy of Business License
6. Map of exact business location (Lot No. and Street Name)
7. Payment receipt (only after assessment has been made with ABTC division)

**NOTE:** A thorough inspection will be conducted and determined whether the requirements are met by the prospective applicant. Upon completion of the inspection and/or investigation, the ABTC Division through the Secretary of Commerce shall consider the application and shall within fifteen (15) days give its decision, granting, or denying the application.

#### **CONDITION OF PREMISES**

All applicants must have an English written billboards (sign board) mounted or displayed outside the business premises as indicated on the proposed (d.b.a) on the application form. Any business applying for a license to sell any tobacco products and/or preparation shall clearly and conspicuously post signs reading **“TOBACCO SALES PROHIBITED TO PERSONS UNDER THE AGE OF 18”** next to any cash register or any other place(s) where such items may be purchased. Continuation—Conditions of Premises