



*Department of Commerce*  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
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## **RENEWAL APPLICATION**

### **Tobacco Control License Instructions**

Application forms and other required documents for renewal 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 Renewal 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 Business License**
- 5. Map of exact business location (Lot No. and Street Name)**
- 6. Payment receipt (only after assessment has been made with ABTC division)**

**NOTE:** All licenses whose renewal fees remain unpaid after the expiration of the license will automatically be suspended pursuant to 6 CMC, 3110, Section 6 (as amended). Any suspended licensee may be reinstated within three (3) days by the Secretary of Commerce provided that a full payment of renewal license fee is made within thirty-one (31) days from the date of expiration. If payment is not made within thirty-one (31) days from date of expiration, the license is automatically revoked and the Secretary of Commerce may not issue a license except upon a new application.