



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



RENEWAL

ALCOHOL BEVERAGE CONTROL LICENSE

All application forms for renewal and other required documents must be submitted. Prior to making any payments for renewal, all applicants must be verified and certified completely for acceptance by the ABTC representative.

All licensees whose renewal fees remain unpaid will automatically be suspended pursuant to CMC, Section 5528. Licenses which remain due to unpaid renewal fees will automatically be revoked and the Secretary of Commerce shall not issue a renewal license. If a license is revoked, a new application must be submitted for consideration by then Secretary of Commerce. If you have an questions, please contact the ABTC division at telephone number (670) 664-3065/3014, Fax to (670) 664-3067 or send us an email at cnmi.abtc@commerce.gov.mp.

REQUIREMENTS

The following documents are required to be submitted for the renewal of the Alcoholic Beverage Control License:

1. **Alcohol (liquor) License Application.**
2. **ABC-Exhibit "A" form (if applicant is corporation).**
3. **Original Current Police Clearance/Criminal Record and Valid I.D., i.e., driver license, and/or passport (for persons listed on the Exhibit "A" form, bartender, partnership, sole proprietor).**
4. **Original Certificates of Good Standing/Existence (obtain at registrar of Corporation office, if applicant is a corporation).**
5. **Copy of latest annual corporation report (filed at Registrar of Corporation Office).**
6. **Class-3 Registration form, attach copies of valid I.D., driver license and/or passport.**
7. **Copy of Business License.**
8. **For Contract Workers (Attach CW documents from USCIS).**
9. **Map of exact location, Street name and Lot number.**
10. **Each application must be properly and completely filled out accompanied by any and all data supplementing the form.**
11. **Other documents requested by an ABTC representative.**
12. **Payment of receipt (only after assessment has been made with ABTC division).**

ISSUANCE OF ABC LICENSE

1. The applicant or its authorized representative with written authorization is authorized to pick up renewal license or any member of the corporation or partnership.
2. Issuance of the renewal license must be acknowledge and signed by the applicant or his/her authorized representative.

NOTE: All Licenses issued shall at all times be conspicuously posted and exposed to view for inspection on the licensed establishment.