

# Instructions to renew a Dispenser Type License

## RENEWALS– DUE APRIL 1<sup>ST</sup>

Alcohol and Gaming Division name has changed to Alcoholic Beverage Control, or ABC.

TO RENEW: Complete the Attached Application Packet, it must be signed and notarized by authorized person. Renewal Applications without an authorized signature will be returned.

Please ensure that you have responded to all the blank portions of the application, including contact phone numbers, your 11 digit New Mexico CRS Tax ID number (not your Federal ID), including the name of the Resident Agent, if applicable, and whether you are requesting Sunday Sales.

ALCOHOL SERVER LIST – must be completed with all required information. If hand written it MUST be legible. If incomplete or illegible, the license will not be renewed and application will be returned.

Applicable Fees, must be paid by check or money order, made payable to Alcoholic Beverage Control Division or ABC (indicate the Liquor License # on payment).

Late Applications: postmarked/received after April 1<sup>st</sup> will incur a base late fee of \$350.00 plus a \$10.00 per day late fee until the completed Renewal Packet is received.

Mail to: ABC – Renewal, PO BOX 25101 Santa Fe, NM 87504-5101. You must submit a hard copy of the Renewal Application with a complete Server List and the Fee(s). Please keep a copy for your records.

If the license is not renewed by the expiration date all alcoholic beverage operations must cease. The suspension of operations shall continue until a renewed license is issued and displayed on the licensed premises.

CORPORATIONS: All corporations MUST BE IN GOOD STANDING with New Mexico Office of the Secretary of State before the liquor license can be renewed. Please call their office at (505) 827-4508 or 1-800-477-3632 or check their website: <https://portal.sos.state.nm.us/corps>

TAX HOLD – If a license has a tax hold your license will not be renewed and you must contact Taxation and Revenue Department at the following telephone numbers:  
Santa Fe - Nancy Guillen 505-827-0601; Lawrence Ulibarri 505-827-0926 Albuquerque - Zoraida Cintao 505-841-6322 Las Cruces -Maria Delgado 575-528-6147; Steven Gordon 575-528-6143 Roswell - Lynne Jaramillo 575-627-2909; Eunice Rubio 575-627-2907

CITATIONS: Pursuant to 15 NMAC 11.22.8.B, "A renewed license will not be issued... if citations or violations of the Liquor Control Act issued more than 3 months prior to the filing date for renewal applications are unresolved at the time of filing the renewal application. If you have outstanding citations, please contact Beverly Kennedy at (505)476-4555 or Marlene Romero at (505) 476-4556.

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For assistance with the Renewal process, contact Desirae Griego at (505) 476-4552.