

Instructions to renew a Dispenser Type License

RENEWALS– DUE APRIL 1ST

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 1st 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.

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

New Mexico Regulation and Licensing Department

ALCOHOLIC BEVERAGE CONTROL DIVISION

PO Box 25101 • Santa Fe, New Mexico 87504-5101
(505) 476-4875 • Fax (505) 476-4595 • www.rld.state.nm.us/abc

Annual Renewal Fee: \$1300.00
Sunday Sales By The Drink Fee: \$100.00
Sunday Sales By The Package Fee: \$100.00
If Local Option District allows for the Sunday Sales

All Fees are Non-Refundable

APPLICATION & FEE(S) DUE APRIL 1, 2020

2020-2021 DISPENSER-TYPE LIQUOR LICENSE RENEWAL APPLICATION

Select Type of Liquor License:

- Dispenser, Rural Dispenser, Inter-Local Dispenser, Canopy, Lottery, Rural Retailer, Retailer

Division records reflect the following information for License No. _____

CONFIRM ALL INFORMATION BELOW:

OWNER NAME AND ADDRESS

BUSINESS TRADE NAME AND ADDRESS

Owners Phone: _____

Business Phone: _____

E-Mail Address: _____

License Owner New Mexico State Tax ID (CRS) Number: _____

Resident Agent for this license is: _____

License is leased to: _____

Lessee State Tax ID (CRS) Number: _____

Licensee requests Sunday Sales by the Drink: Yes ___ No ___ (If Applicable)

Licensee requests Sunday Package Sales: Yes ___ No ___ (If Applicable)

Inter-Local Dispenser Liquor Licenses DOES NOT allow package sales

This liquor license establishment is a:

- Lounge, Restaurant, Package Store, Golf Course, Hotel, Racetrack, Package Liquor & Grocery

Is the license information stated above accurate? Yes ___ No ___

List any corrections or changes necessary to update Licensee information. Attach additional pages if necessary:

NOTE: ALL CORPORATIONS MUST BE IN GOOD STANDING WITH THE NEW MEXICO SECRETARY OF STATE'S OFFICE

EMAIL ADDRESS IS MANDATORY: Renewal Applications are sent by email. If an email address is not provided, the Licensee is responsible for contacting the Division for a Renewal Application. If application packet is received after due date, Late Fees will be applied.

RETAIN COPY OF SIGNED RENEWAL FOR YOUR RECORDS

Licensee affirms under penalty of perjury that the ownership interests in this license are accurately stated on the application and transfer records filed by the licensee with the division. I have read the information in this application and swear under penalty of perjury that the information contained herein is true and correct.

I, _____, hereby swear and affirm upon my oath that I am qualified by virtue of the fact that my fingerprints are on file with the Alcohol Beverage Control Division. I further swear and affirm upon my oath that:

- 1) I understand that the Liquor Control Act defines a “server” as an individual who sells, serves, or dispenses alcoholic beverages for consumption on or off the licensed premises, including persons who manage, direct or control the sale or service of alcohol;
- 2) Licensee, his lessee, if any and each “server” employed by the licensee or lessee during the prior licensing year have or had valid server permits at all times that alcoholic beverages were sold, served or dispensed;
- 3) I have attached a true and correct list which details the name of the licensee, his lessee, if any, and each server employed by that licensee or lessee during the prior licensing year, including their social security number, server permit number, permit expiration date, date of hire, and termination date if applicable;
- 4) I understand that the list I have attached will be audited by the Alcohol Beverage Control Division. False representation or omission may result in the imposition of fines and/or the suspension or revocation of the liquor license. I understand that any false representation or omission may lead to prosecution for perjury by the New Mexico Attorney General.

AUTHORIZED SIGNATURE

TITLE

STATE OF _____)

SS

SEAL

COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____,

by _____

NOTARY PUBLIC

My Commission expires:

ABC USE ONLY |Renewal Validation **License #** _____ **DBA:** _____

Renewal: \$ _____ Sunday Package \$ _____ Sunday Drink \$ _____

Late Base Fee \$ _____ Daily Late Fee \$ _____

Server Fine \$ _____ NSF \$ _____ (\$25.00)

Receipt No. _____ Date _____

