

2019/2020 LIQUOR LICENSE RENEWALS – DUE APRIL 1ST
RENEWAL ATTACHED, OPEN, SAVE AND FILL OUT
USE LAST YEAR'S SERVER LIST & UPDATE THE INFORMATION

COMPLETE APPLICATION PACKET, must include notarized application, Server List with all information required, and applicable Fees, paid by check (indicate the Liquor License # on check), made payable to AGD: **Mail to: AGD - Renewal PO BOX 25101 Santa Fe, NM 87504-5101**

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), who the Resident Agent is, if applicable, and whether you are requesting Sunday Sales.

APPLICATION AND FEE ARE DUE ON OR BEFORE APRIL 1, 2019. Any applications postmarked/received from April 2, 2019 forward are subject to a late fee of \$350.00 plus \$10.00 per day that will be applied.

FEE(s): We are not accepting online payments at this time and we do not accept credit cards. **MAKE CHECK or MONEY ORDER**, include your License #, payable to Alcohol & Gaming Division and mail with the completed and notarized Application and Server List to: AGD - RENEWALS P.O. Box 25101, Santa Fe, NM 87504 or overnight delivery to 2550 Cerrillos Road, Santa Fe, NM 87504.

ALCOHOL SERVER LIST - USE LAST YEAR'S SERVER LIST, UPDATE THE INFORMATION, ADD NEW EMPLOYEES, enter Termination date for those no longer working. You are required to submit a complete Server List, or you may create your own form, however, it must be in the same format, no smaller than 12 font, and contain the exact same information.

FYI: USE YOUR COPY OF LAST YEAR'S SUBMISSION, JUST ADD ANY NEW EMPLOYEES AND ENTER TERMINATION DATES FOR THOSE THAT ARE NO LONGER EMPLOYED.

NOTE: ONLY LIST EMPLOYEES THAT SELL/SERVE ALCOHOL. THE DATE OF HIRE IS THE DAY THE EMPLOYEE /SERVER BEGAN SELLING and/or SERVING ALCOHOL.

RENEWAL, CLICK ON IT AND SAVE TO YOUR COMPUTER, (download copy), type in/ fill out Application, then do the same with the Server List and finally, Print the information and mail it in with the applicable fees.

If needed, our website has a blank application form, simply refer to last year's renewal or your current liquor license for the Owner Name and Address and the Business Trade Name (DBA) and any other pertinent information needed.

[DISPENSER RENEWAL FILL-IN APPLICATION](#) [SERVER LIST FORM](#)

You may access our website for FILLABLE FORMAT OF RENEWAL AND SERVER LIST, just **CLICK AND SAVE FROM OUR WEBSITE**, under Renewal Tab or you may click on the following link: <http://www.rld.state.nm.us/alcoholandgaming/renewals.aspx>

Should you have any questions, contact Charmaine Martinez via email: Charmaine.Martinez2@state.nm.us or at (505) 476-4804.

INSTRUCTIONS:

Please read these instructions carefully and call the Alcohol and Gaming Division at (505) 476-4804 if you have questions or need further assistance. If any of the information on the renewal form is incorrect, make the corrections necessary so the Licensee information will be accurate.

1. If you have **Ownership, Lease or physical location** changes, you must call this office as soon as possible as these types of changes require the filing and processing of a separate application.
2. Only those persons who have been approved and fingerprinted for the license, prior to Renewal, may sign the Renewal Application. **Renewal Applications without an authorized signature will not be processed and shall be returned.**
3. Renewal applications may be hand-delivered or mailed. **Make checks payable to: Alcohol & Gaming Division.** *AGD does not accept cash or credit cards.*
4. **All Licensees who do not receive a Renewed License shall suspend all alcoholic beverage operations** and the suspension of operations shall continue until a renewed license is issued and displayed on the licensed premises. Wholesalers will be advised that they cannot deliver alcoholic beverages if you do not have a renewed liquor license posted conspicuously in your liquor-licensed establishment. As follows:
 Begins March 1st for Public Service/ Governmental /Bed and Breakfasts/ Craft Distillers /Small Brewers /Winegrowers /All Offsite Locations /Limited Wholesalers
Begin July 1st for Dispenser-Types
 Begin November 1st for Restaurants/ Clubs /Wholesalers /Manufacturers

ALCOHOL SERVERS ONLY INCLUDE THOSE THAT SELL/SERVE ALCOHOL*

Licensees are required to submit proof that the licensee, his lessee and each server employed by the licensee or lessee have a current alcohol server permit by completing the attachment 'List of Alcohol Servers'.

*** A Server is defined as an individual who sells, serves, or dispenses alcoholic beverages for consumption on or off the licensed premise, including persons who manage, direct or control the sale or service of alcohol and Resident Agents. DATE OF HIRE would be the date that the employee/server begins selling/serving alcohol.** The list contains the employees that were employed by the licensee or lessee during the prior licensing year. A computerized list of your server employees may be submitted, as long as your form remains in our format. Also, note that servers who have recently taken the alcohol server course must submit a copy of their temporary alcohol server permit.

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, unless the licensee and the Department are involved in a formal administrative or judicial resolution process. If you have outstanding citations, please contact Alicia Duran at (505)476-4555 or Marlene Romero at (505) 476-4556.

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>

TAXES OWED TO TAXATION AND REVENUE DEPARTMENT

In accordance with Section 7-1-82 NMSA 1978, the Division **cannot** renew any liquor license if the Taxation and Revenue Department has placed a tax hold on the license. Each licensee and lessee is responsible for ensuring that all required taxes are paid under the proper taxpayer identification number. The Alcohol and Gaming Division **does not have** any information regarding taxes. If you have any questions regarding taxes, you must contact your local Taxation and Revenue Department office at the following telephone numbers and field offices:

District A - Santa Fe

Nancy Lujan @ (505) 827-0934
Patricia Martinez @ (505) 827-0601

District B - Albuquerque

Zoarida Cintao @ (505) 841-6322

District C - Las Cruces

Christy Taylor @ (575) 528-6142
Steven Gordon @ (575) 528-6143

District D - Roswell

Lynne Jaramillo @ (575) 627-2909
Peni Fitzwater @ (575) 627-2908

If none of the above can be reached contact **Lawrence Ulibarri: (505) 827-0926 (Santa Fe)**

You may check the status of your Renewal using the License Search option, Search under Facility, on website: <http://rldverification.rld.state.nm.us>

Choose correct License Type, Enter the liquor license number or dba name. Click on the name of the business to open the record and look for the expiration date.