

**LICENSEES WHO/THAT ARE REQUIRED TO MAIL A RENEWAL APPLICATION NOTICE FORM TO THEIR LOCAL MUNICIPALITY OR COMMUNITY BOARD**

**WITHIN NEW YORK CITY**

**IF** YOU ARE THE HOLDER OF ANY TYPE OF ON-PREMISES **ALCOHOLIC BEVERAGE LICENSE**  
(INCLUDES: ON-PREMISES **LIQUOR** LICENSE / ON-PREMISES **WINE** LICENSE / ON-PREMISES **BEER** LICENSE)

**AND**

**IF** YOUR LICENSED ESTABLISHMENT IS LOCATED WITHIN  
ONE OF THE FIVE **BOROUGHS (COUNTIES)** OF NEW YORK CITY

THE BRONX (BRONX COUNTY)      BROOKLYN (KINGS COUNTY)      MANHATTAN (NEW YORK COUNTY)  
QUEENS (QUEENS COUNTY)      STATEN ISLAND (RICHMOND COUNTY)

**THEN**

YOU MUST MAIL A 30-DAY ADVANCE **RENEWAL APPLICATION NOTICE FORM** -- by way of CERTIFIED MAIL, RETURN RECEIPT REQUESTED --  
TO YOUR COMMUNITY BOARD ADVISING THAT YOU WILL BE SUBMITTING A RENEWAL APPLICATION TO THE STATE LIQUOR AUTHORITY

**OUTSIDE NEW YORK CITY**

**IF** YOU ARE THE HOLDER OF ANY TYPE OF ON-PREMISES **ALCOHOLIC BEVERAGE LICENSE**  
(INCLUDES: ON-PREMISES **LIQUOR** LICENSE / ON-PREMISES **WINE** LICENSE / ON-PREMISES **BEER** LICENSE)

**AND IF** YOUR LICENSED ESTABLISHMENT IS LOCATED OUTSIDE NEW YORK CITY

**THEN** YOU MUST MAIL A 30-DAY ADVANCE **RENEWAL APPLICATION NOTICE FORM** -- by way of CERTIFIED MAIL, RETURN RECEIPT REQUESTED -- TO THE CLERK OF YOUR LOCAL MUNICIPALITY ADVISING THAT YOU WILL BE SUBMITTING A RENEWAL APPLICATION TO THE STATE LIQUOR AUTHORITY

**YOUR LICENSE WILL NOT BE RENEWED UNLESS AND UNTIL ACCEPTABLE PROOF OF 30 DAYS NOTICE TO THE LOCAL MUNICIPALITY OR COMMUNITY BOARD IS RECEIVED BY THE STATE LIQUOR AUTHORITY**

**IF YOU FAIL TO COMPLY WITH LEGAL TIME REQUIREMENTS, YOU WILL BE SUBJECT TO ADMINISTRATIVE DISCIPLINARY PROCEEDINGS THAT MAY RESULT IN YOUR PAYMENT OF A CIVIL MONEY PENALTY, AND SUSPENSION, CANCELLATION, OR REVOCATION OF YOUR ALCOHOLIC BEVERAGE LICENSE**

**SUBMITTING ACCEPTABLE PROOF TO THE STATE LIQUOR AUTHORITY THAT YOU GAVE 30 DAYS ADVANCE NOTICE OF YOUR RENEWAL APPLICATION TO THE LOCAL MUNICIPALITY OR COMMUNITY BOARD**

Print out and carefully complete the one page RENEWAL APPLICATION NOTICE FORM

Make two photocopies of the **completed** RENEWAL APPLICATION NOTICE FORM.

Take the original RENEWAL APPLICATION NOTICE FORM to the post office.

Mail -- using CERTIFIED MAIL, RETURN RECEIPT REQUESTED -- the original RENEWAL APPLICATION NOTICE FORM to your Local Municipality or Community Board (in New York City).

KEEP your CERTIFIED MAIL RECEIPT and your TWO COPIES of the RENEWAL APPLICATION NOTICE FORM in a SAFE PLACE.

MARK on your CALENDAR with a TRIANGLE the DATE you MAILED the RENEWAL APPLICATION NOTICE FORM.

Count out THIRTY DAYS from the DATE you MAILED the RENEWAL APPLICATION NOTICE FORM. CIRCLE THIS DATE.

Write -- SEND RENEWAL APPLICATION TO SLA.

In about a week or ten days, your RETURN RECEIPT should come back to you.

Put your RETURN RECEIPT in the same SAFE PLACE with your CERTIFIED MAIL RECEIPT and your TWO COPIES of the RENEWAL APPLICATION NOTICE FORM.

When the CIRCLED DATE on your CALENDAR arrives, fill out your RENEWAL APPLICATION.

Make COPIES of **all items** that you are sending to the STATE LIQUOR AUTHORITY in support of your RENEWAL APPLICATION, including

- all of your RENEWAL APPLICATION forms, and
- the CERTIFIED MAIL RECEIPT, and
- your RETURN RECEIPT.

MAIL to the NEW YORK STATE LIQUOR AUTHORITY -- in the RETURN ENVELOPE enclosed with the RENEWAL APPLICATION

- all of your completed RENEWAL APPLICATION forms, and
- a copy of the RENEWAL APPLICATION NOTICE FORM you sent to the Local Municipality or Community Board thirty days ago, and
- the Original CERTIFIED MAIL RECEIPT you received from the Post Office thirty days ago when you mailed your RENEWAL APPLICATION NOTICE FORM to the Local Municipality or Community Board, and
- the Original RETURN RECEIPT proving that the Local Municipality or Community Board received the RENEWAL APPLICATION NOTICE FORM, and
- your CHECK for the License and Filing fees, and
- anything else that must be filed with your RENEWAL APPLICATION