

SELF CERTIFICATION PROGRAM

The Self Certification Program has been implemented to allow for the quick review of applications that are certified by an attorney to be true and accurate and comply with all statutory requirements. Only applications filed by Attorneys qualify for this program.

In order to qualify for the program:

- 1) ALL questions must be answered and have the correct response. If a question is not applicable to a specific application, "n/a" must be checked and the reason it is not applicable must be given. Use additional sheets to explain if necessary;
- 2) The application must not require Full Board determination (i.e. 500' case with objections, new package store applications, percentage rent over 15%);
- 3) No one other than the applicant holds a security interest in the business;
- 4) Both the applicant and the attorney must sign the certification. If a partnership, all partners must sign.

This program will be in effect for a six (6) month period beginning September 14, 2009. Applications will be audited to determine if the program should remain in place.

Attorneys participating in the program must submit a monthly report (by the 10th of each month) listing the serial numbers of the applications they have filed under this program. The report is to be submitted to Kerri J. O'Brien, Deputy Commissioner of Licensing, New York State Liquor Authority, 80 South Swan Street, Suite 900, Albany, NY 12210.

Please read the certification carefully prior to submitting an application under this program.