

LIQUOR LICENSE TRANSFER GUIDE

The following information should only be used as a guide in processing transfer applications.

- 12-Page Application submitted in **TRIPPLICATE** (all original signatures).  
**TYPES OF TRANSFERS:** Person-to-Person, Place-to-Place, or Person-to-Person and Place-to-Place.
- Arrangements for inspection must be made with the following Departments:  
Code Enforcement (973) 365-5521  
  
Fire Department (973) 365-5687  
  
Health Department (973) 365-5609

**FINGER PRINTS AND POLICE INTERVIEW:** Fingerprints appointments must be scheduled after submission of application to the City Clerk's office.

All persons listed on the application holding stocks must contact Licensing Officer Detective Edward Valentin at (973) 365-3912 Monday through Friday between the hours of 10:00 a.m. and 3:00 p.m. to make an appointment for fingerprinting and for a personal interview. At this time the applicant must also obtain the questionnaires required for the interview along with a list of paperwork that must be submitted **see attached list of "Items needed by the Passaic Police Dept."** ALL DOCUMENTS AND FINGERPRINT REPORTS MUST BE FILED WITH LICENSING DET. VALENTINE NO LATER THAN 60 DAYS PRIOR TO THE ABC BOARD MEETING DATE.

FEES

- 10% of Annual License Renewal Fee for Person-to-Person transfer **(\$214.99) consumption\***
- 10% of Annual License Renewal Fee for Person-to-Person transfer **(\$128.90) distribution\***
- 10% of Annual License Renewal Fee for Place-to-Place transfer. **(\$214.99) consumption\***
- 10% of Annual License Renewal Fee for Place-to-Place transfer **(\$128.90) distribution\***
- *%20 of Annual License Renewal Fee for both Person-to-Person and Place-to-Place transfers. (\*Check or Money order payable to City of Passaic)*
- **\$200 Check or Money Order payable to:**  
**STATE OF NJ, DIVISION OF ALCOHOLIC BEVERAGE CONTROL** regardless of the type of transfer that is applied for.

ITEMS NEEDED TO PROCESS YOUR TRANSFER APPLICATION

- **CONSENT TO TRANSFER** (Three Original) Signed By Current License Holders and Notarized.
- **CERTIFICATE OF FORMATION/CORPORATION PAPERS-** (Stating names of all members)
- **CONTRACT** or letter from Buyer's Attorney notifying Local Issuing Authority of closing date of license purchase -Notarized.
- **PICTURES OF ESTABLISHMENT** (Inside And Outside)
- **SKETCH** Detailed of premises and proposed licensed area (including photo of outside of premises).
- **ORIGINAL AFFIDAVIT OF PUBLICATION.** Notice of Intent to Transfer, published twice, one week apart, giving the public the opportunity to communicate any objections to the transfer, in writing, to the Clerk of the Local Issuing Authority. Publish after the 12-Page application is submitted to City Clerk. (See sample form attach.)
- **BULK SALE PERMIT APPLICATION** (Three Original). If purchasing existing inventory/stock of alcohol of present license holder, completed application must be accompanied by **\$75 check made payable to NJ Div. of Alcoholic Beverage Control.** No check necessary if not purchasing existing stock, but the form must still be submitted.  
**COMPLETED FORM MUST BE FILED WITH TRANSFER APPLICATION.** (See form attached.) (Submit three Originals)

- **COPY OF NOTIFICATION OF SALE, TRANSFER OR ASSIGNMENT IN BULK**  
*(Applicant should have mailed original to the state NJ Division of Taxation)*
  - **EMAIL NOTIFICATION FORM**
  - **BUSINESS REGISTRATION**
  - **NJ SALES TAX CERTIFICATE**
  - **TRADE NAME CERTIFICATE**
  - **COPY OF DRIVERS LICENSE/IDENTIFICATION** *(for each stockholder)*
  - **COPY OF LEASE** *(notarized)*
  - **TAX CLEARANCE CERTIFICATE** *(Original)* **BUYER** *(Transferee): Certificate of Sales Tax Authority must be submitted and Alcoholic Beverage Retail Licensee Clearance Certificate for Transfer must be obtained by contacting the Division of Taxation's ABC Licensing Unit at 609-292- 0043.*
  - **INSURANCE POLICY WITH LIQUOR LIABILITY** *(for establishment)*
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Resolution of Transfer passed by issuing authority. **RESOLUTION CANNOT BE CONTINGENT ON ANOTHER ACTION.** See ABC Bulletin 2473, Item #3 (May 30, 1997).

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**RECOMMENDED FOR TRANSFEREE:**

- Disciplinary Background Search - \$25 fee. Requests should be made to the ABC Enforcement Bureau, Division of ABC, P.O. Box 087, Trenton, NJ 08625-0087.
- C.O.D. Matters - To determine if license is on C.O.D., please contact the "Credit Compliance Corporation" at (609) 585-8000.

