

Instructions for Completing Application for Liquor Retailer License

GENERAL INSTRUCTIONS

A separate application along with payment must be submitted for each license requested. Thus, if a party desiring to be a licensed Retailer-Restaurant for both Beer/Wine and Spirits, must submit two separate applications and payments of \$1,000 for Beer/Wine and \$1,500 for Spirits.

The application must be typewritten or completed in ink in its entirety. Incomplete applications will be not be considered. A license must be obtained prior to engaging in the activity for which the license is requested. Please mail or deliver the completed application, along with the appropriate fee(s) and attachments to the:

Office of the Navajo Tax Commission
Post Office Box 1903
Window Rock, Arizona 86515

All applicants must have a current Form 100-L on file with the Office of the Navajo Tax Commission.

Licenses are non-transferable, except by resolution of the Navajo Tax Commission.

LINE-BY-LINE INSTRUCTIONS- Retailer License

Please select what type of liquor the Retailer will be licensed for based on whether the Retailer is a Restaurant, Hotel/Motel or for a Special Event. Next, indicate whether the license is for Beer/Wine or Spirits.

1. Enter the applicant's Corporate or Company Name and Federal Employer's Identification Number (EIN).
2. Enter the Business/Mailing address of company.
3. Provide the Physical Address/location of the applicant, if there is a location within the Navajo Nation. Note: a separate license must be obtained for each location. Indicate the land status of the business site, lease number and expiration date if applicable.
4. Select type of business organization.
5. Enter contact person's information for the applicant or business.
- 6.a-e. Complete as appropriate depending on the form of business entity involved.
7. - 9. Provide information requested. Attach additional pages if necessary.
10. Submit proof of insurance.
11. Provide a description and a map of the location of the desired liquor sales. Label any churches or schools located within 300 feet of site.

Please sign, print name and date the application. Any application received without signature will be considered invalid and therefore will not be considered.