

Instructions for Submission of Application for Transfer of Liquor License Person-to-Person Transfer

Initial Submission

Submission to Philip E. Petrone, Municipal Clerk, 325 North Main Street, Manville, New Jersey the following applications:

- a. Three **original signed and notarized** copies of the 12-page ABC Application for Retail Alcoholic Beverage License.
- b. Two **original signed and notarized** copies of the Borough of Manville Application for Alcoholic Beverage Control License.

Police Department

The above applications will be forwarded to the Police Department for conduction of a background check. The Police Department will also require:

- a. Financial Disclosure Statement(s) indicating the source of funding for the purchase of the liquor license with documentation attached;
- b. All new stockholders owning 10% or more of the stock must be fingerprinted for both State Police and Federal FBI. The Manville Police Department will contact the Stockholders to make an appointment for fingerprinting. Stockholders must present themselves in person at the local police department and present a Certified Check payable to the Division of State Police – S. B. I. in the amount of \$54.00* which covers both State and FBI prints.

Final Submission

After the applicant is notified by the Police Department that his/her background check is complete, the following paperwork must be filed with the Municipal Clerk:

- a. Written and notarized Authorization to Transfer from the existing license owner.
- b. Application for Bulk Sale Permit – If no alcoholic beverage inventory is being purchased in connection with the transfer, no fee is required. If inventory is being purchased, a check in the amount of \$75.00 made payable to the Division of Alcoholic Beverage Control must accompany the application.
- c. Affidavit of Publication of Notice of Transfer – Notice of Transfer must be published 2 consecutive weeks in a legal newspaper of the Municipality, the second publication appearing not less than five nor more than 14 days prior to the date scheduled for Governing Body action.
- d. Tax Clearance Certificate – The purchaser of a liquor license must file with the State of New Jersey, Department of Treasury, Division of Taxation, Bulk Sale Unit, a **Notification of Sale, Transfer, or Assignment in Bulk**. This notification allows the State to insure that all taxes due and owing it have been paid. If and when all taxes have been paid, a Certification to that effect will be issued and must be presented to the Municipal Clerk prior to the transfer of the license. **NO APPLICATION FOR TRANSFER WILL BE CONSIDERED BY MAYOR AND COUNCIL WITHOUT A TAX CLEARANCE CERTIFICATE.**
- e. Check made payable to the Borough of Manville in the amount 10% of the annual renewal fee for the type of license to be transferred.
- f. Check or money order made payable to the Division of Alcoholic Beverage Control in the amount of \$200.00.

*please check with Police Department for current fingerprinting fees