



Permit

NEW YORK STATE LIQUOR AUTHORITY

INSTRUCTIONS & APPLICATION
for
ALCOHOLIC BEVERAGE CONTROL
SOLICITOR PERMIT

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DIRECTIONS FOR COMPLETING THE PERMIT APPLICATIONS

- Must be **TYPED**
- Complete applicable forms **FULLY.**
- Follow instructions carefully.
- Retain a completed copy of the application for your records.

Completed applications and any supporting information should be mailed to:

NEW YORK STATE LIQUOR AUTHORITY
CHURCH STREET STATION
PO BOX 3796
NEW YORK, NY 10008-3796

Description of Solicitor Permit and Instructions

Authorizes the permittee to offer for sale or to solicit orders for the sale of any alcoholic beverage only on behalf of the licensee whose name appears upon such permit. **(Section 93 ABC Law) Please be guided by Solicitor Permit Advisory 2017-4.**

**** Effective November 6, 2016 please note that a solicitor permit is not required for person who is soliciting orders on behalf of a craft/farm manufacturer.**

The following information and material is required with the completed application:

- Completion of a Personal Questionnaire:
<https://sla.ny.gov/system/files/documents/2018/08/personalquestionnaireuniversal08092018.pdf>
- Proof of Citizenship If U. S. Citizen
- If solicitor is not a U.S. citizen, submit a copy of alien registration card or work authorization.
- Copy of **NYS** Driver's License or **NYS** Non- Driver ID issued by NYS Department of Motor Vehicles.
- Solicitor must complete and sign the Photo ID Card authorization section.
- Each applicant is required to be fingerprinted and must follow the fingerprinting instructions available on the filing receipt or on our website: <https://sla.ny.gov/system/files/documents/2018/12/electronic-fingerprinting-instructions-12312018.pdf>

SOLICITOR(SP) – EXPIRES 12/31/21

The 3 year solicitor permit fee is \$98

SOLICITOR PERMIT PRORATED FEE SCHEDULE

For applications submitted 01/01/19-12/31/19 the fee submitted should be \$98
For applications submitted 01/01/20–12/31/20 the fee submitted should be \$72
For applications submitted 01/01/21–10/31/21 the fee submitted should be \$46

Please note applications submitted after 10/31/21 will require a fee of \$98 and will be processed effective 01/01/22 and will expire 12/31/24

SOLICITOR PERMIT APPLICATION

Name of Applicant :
(Full Name of Applicant)

Residence Street Address:

City:

State:

Zip Code:

Applicant e-mail address:

Mailing Address of Applicant:

City:

State:

Zip Code:

NYS Wholesaler or Manufacturer (Employer)

License Number:

Name of Manufacturer or
Wholesaler :

Address:

City:

, NY

Zip Code:

County:

Telephone Number:

E-mail address:

Mailing Address if different:

[OFFICE USE ONLY] APPROVED DISAPPROVED



SOLICITOR PERMIT APPLICATION

THE FOLLOWING CERTIFICATION IS TO BE SIGNED AND DATED BY THE EMPLOYER OF THE APPLICANT

I certify that the below captioned solicitor will be employed by below listed employer, and that I have compared the applicant's driver's license or non-drivers ID photo with the applicant and that the enclosed DMV ID # and signature are that of the applicant. I further certify that I know the contents of this application and the statements and answers therein; that the same are true to my knowledge; that I have been authorized, by order of the Board of Directors of said applicant corporation, group or association to make the statements and answers in this application on behalf of said corporation or company with the same force and effect as if said corporation or company made such statements and answers itself. I certify that I have read the terms and conditions for the permit applied for and agree to comply with those conditions.

Name of Employer (wholesaler): _____

Applicant (solicitor) Name:

Authorized Signature of Employer: _____

Print Name and Title of Authorized Signature : _____

**THE FOLLOWING CERTIFICATION MUST BE SIGNED AND DATED BY THE INDIVIDUAL
APPLICANT (SOLICITOR).**

I certify that I am the applicant above named; that I know the contents of the above application and the statements contained therein and that the same are true to my knowledge. I certify that I have read the conditions for the permit applied for and agree to comply with those conditions.

Signature

Print Name

Date



SOLICITOR PERMIT APPLICATION

THE FOLLOWING PHOTO ID CARD AUTHORIZATION MUST BE COMPLETED AND SIGNED BY THE APPLICANT

The State Liquor Authority produces Solicitor Permit Photo ID cards from records of the NYS Department of Motor Vehicles (DMV). If you have a current NYS Driver's License or Non-Driver ID card, please provide your 9-digit DMV ID number in the spaces provided and read and sign the informed consent below.

If you do not have a photo NYS Driver's License or Non-Driver ID card, please visit any nearby NYS DMV office to obtain a Non-Driver ID BEFORE you complete and return this application.

INFORMED CONSENT: I authorize the State Liquor Authority and DMV to produce an ID card bearing my DMV photo. I also understand that the State Liquor Authority and DMV will use my DMV photo to manufacture all subsequent ID cards for as long as I maintain my Solicitor's Permit. I understand that I can withdraw consent for the use of this digitized image at any time. Requests for withdrawal must be submitted in writing to the State Liquor Authority.

NYS DRIVER'S LICENSE ID OR NON DRIVER ID

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Signature of solicitor

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Date

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Print Name of solicitor