



**State Liquor
Authority**

**ALCOHOL TRAINING
AWARENESS PROGRAM**

ATAP RENEWAL APPLICATION

To prevent a Certificate of Approval as an approved Alcohol Training Awareness Program (ATAP) provider from expiring, the below Director Affirmation must be submitted to the Authority. If there has been a change in any of the information submitted with the original application, including the curriculum, then a letter detailing the new information and any supporting material must be attached to the affirmation. The renewal application must be mailed to:

*New York State Liquor Authority
The Office of the Secretary to the Authority
80 South Swan Street, Suite 900
Albany, NY 12210*

*The Secretary's Office will then review the application along with any adverse history that the applicant may have with the Authority. If approved, the applicant will receive a request for the payment of a \$900 renewal fee. The payment must come in the form of a certified check or money order, made out to the New York State Liquor Authority. The Certificate of Approval will not be renewed until the fee has been paid. **DO NOT SEND PAYMENT WITH THE APPLICATION.** We will not hold any checks or money orders during the approval process. Once payment is received, a new certificate will be provided for you with the new expiration date listed on it.*

**APPLICATIONS SUBMITTED WITHOUT THE PROPER ATTACHMENTS AND THE
SUBSEQUENT PAYMENT WILL BE DISAPPROVED.**



Name of School

School Certificate of Approval No.

Director's Affirmation

1. I, _____, (Name of Director)

am the Director of the School identified above.

2. This affirmation is submitted in support of the School's renewal application for a Certificate of Approval to Give or Administer an Alcohol Training Awareness Program.

3. I have carefully reviewed the original application filed by the School.

4. I understand that I am to advise the Authority whether there has been a change in any of the facts which the School was required to report in the original application. This includes the name of the school, the street address of the school business office, a new school director, etc.

5. I understand that if there has been a change in the facts previously reported, I must submit a letter detailing the changes to this renewal application and the new curriculum, if applicable, for review.

6. I have carefully reviewed this renewal application and all of the items submitted in support of it, and affirm that all of the representations made therein are true to best of my knowledge and belief.

7. I understand that the foregoing representations are continuing representations, and hereby affirm that the foregoing representations are true now, and will continue to be true in the future.

The party submitting this Director's Affirmation must swear to the truth of the following attestation in the presence of a Notary Public, and have the Notary Public witness the party's signature.

I hereby attest that all statements made in this Director's Affirmation are true to the best of my knowledge and belief. I understand that any omission or inaccuracy constitutes a basis for the Authority to disapprove any application supported by this Director's Affirmation, and to revoke any certificate which has been issued in reliance upon the statements made in this Director's Affirmation.

Sworn to before me on the _____ day of _____

Signature of Party Submitting this Director's Affirmation

(Month)

(Year)

Signature of Notary Public