



State Liquor Authority

ANDREW M. CUOMO
Governor

LILY M. FAN
Commissioner

VINCENT G. BRADLEY
Chairman

GREELEY FORD
Commissioner

Online Permit Renewals

Permit Holder,

Due to technical issues within the NY.gov permit portal which are beyond the Authority's control, certain online permit (permit) renewals, that expire December 31, 2020, are not showing as "renewable" in user accounts. Per the aforementioned, such permit holders will not be able to "renew" their permit before it expires. If you fall into this category, you will have to access the permit portal and file a *new application* after January 1, 2021. If you have an existing permit you wish to renew, submitting a new application for that permit type will serve as the "renewal" and require less documentation than filing a new application.

This substituted means a post-January 1, 2021 permit renewal may only be filed if there have been no changes from the original application filed and approved by the Authority. If there have been any changes, a completely new permit application will need to be filed in its entirety. Additionally, uploading the appropriate documents for each section is required in order to move forward with the payment portion in the portal.

Note: To minimize any undue hardships, the Authority will consider permits expiring on December 31, 2020, that could not be renewed in the usual manner, to be valid until 12 midnight on January 31, 2021. That gives affected permit holders a full month to submit the required application without a lapse in their permit privileges. A renewal filed under the policy set forth in this letter, but submitted on or after February 1, 2021, will be untimely and referred to Office of Counsel for potential disciplinary action.

Should you have any issues completing a new application after January 1, 2021, please call 518-474-3114 and follow the prompts to speak with someone in the Licensing Bureau.

Regards,

Adam Roberts
Deputy Commissioner