New York State Liquor Authority  
A.E.S Office Building, Suite 900  
80 S. Swan Street, Albany, NY 12210-8002  
518-474-3114  
LanguageAccess@sla.ny.gov

**Beverage Alcohol Manager Form**

This is a New York State Liquor Authority form (language access policy) for the beverage alcohol manager to fill out. It must be completed in English and submitted to the New York State Liquor Authority.

1. **Affiliation:** Name: ___________________________  
   (boxed name) ___________________________  
   (affiliation code) ___________________________
   - Are you an existing employee or a new employee?  
   - Do you have a prior criminal record?  
   - Do you have any convictions for an offense not related to your job?  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

2. **Address:** Name: ___________________________  
   (boxed name) ___________________________  
   (affiliation code) ___________________________
   - Are you a new employee or a returning employee?  
   - Do you have any convictions for an offense not related to your job?  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

3. **Knowledge:**  
   - Do you speak English?  
   - Do you understand New York State liquor laws?  
   - Can you read and write English?  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

4. **Experience:**  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

5. **Education:**  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

6. **References:**  
   - Have you ever been disciplined for a violation of the law?  
   - Have you ever been ordered to be clean or sober?  
   - Have you ever been ordered to undergo treatment for a substance abuse problem?  
   - Have you ever been ordered to be clean or sober?  

**Date:** ___________________________  
**Reviewer:** ___________________________  
**Resolution:** ___________________________