

# Permit



---

## NEW YORK STATE LIQUOR AUTHORITY

### INSTRUCTIONS & APPLICATION for ALCOHOLIC BEVERAGE CONTROL SOLICITOR PERMIT

---

#### CONTENTS

- Instructions for completing forms
- Pro-Rated Fee Chart
- Application

#### 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  
PO BOX 782772  
PHILDAPEHIA , PA 19178-2772**

---

## 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.
- Drivers License or Non-Drivers Id from applicants state of residence
- 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/2019/07/Electronic-Fingerprinting-Instructions-09262018-7-31MS.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

