



**KATHY HOCHUL**  
Governor

**LILY M. FAN**  
Commissioner

**VINCENT G. BRADLEY**  
Chairman

**GREELEY FORD**  
Commissioner

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ADVISORY #2022-22

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**Subject:** Elimination of submission of certain documents/information in license applications

Section 110 of the Alcoholic Beverage Control Law lists the information that must be included with an application to obtain a license. That section also allows the Authority to require additional information or waive the submission of certain categories of information. The Authority is undertaking a review of the application process to eliminate the submission of information that is not critical to the review and determination of the application.

The Authority is modifying the information that must be submitted regarding the operation of the proposed business and the physical location of the proposed business. The guidance provided in this advisory will apply to all pending applications as well as applications submitted after the advisory is issued.

Proof of Workers' Compensation and Disability Insurance

Applicants no longer need to submit proof of Workers' Compensation or Disability Insurance either with the application or as a condition for the final approval of the application and issuance of the license certificate. Applicants are reminded that the elimination of the need to submit this proof does not eliminate their obligation to comply with relevant state and local laws.

Certificate of Authority to Collect Sales Tax

Applicants do not need to submit proof that they have a Certificate of Authority to Collect Sales Tax either with the application or as a condition for the final approval of the application and issuance of the license certificate. Applicants are again reminded that the elimination of the need to submit this proof does not eliminate their obligation to comply with relevant state and local laws.

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This matter was heard and determined by the Members of the Authority at a Full Board meeting held on September 14, 2022 before Chairman Vincent Bradley, Commissioner Lily Fan, and Commissioner Greeley Ford. The above written advisory was approved by the Members of the Authority on September 14, 2022.

Dated: 09/26/22



Donald Roper  
Secretary to the Authority