

**INSTRUCTIONS FOR ALCOHOL DELIVERY PERMIT
BY DISPENSER, RETAILER, CRAFT DISTILLER, SMALL BREWER or WINEGROWER**

The non-refundable application fee of \$300.00, must be enclosed or the application will be returned. **Keep a copy of the complete application packet for your records.** Checklist, located on last page, is used by ABC when submitted.

In obtaining a Permit for the Delivery of Alcoholic Beverages, Licensee agrees to the following:

- Delivery of alcoholic beverages shall only be made by an Employee who is at least twenty-one years of age, holds a valid server permit and holds a current/valid driver's license.
- An alcoholic beverage delivery permit is not transferable from person to person or from one location to another.
- Records for delivery purchases and age verification will be made available for inspection or audit, upon request.
- I understand that the Delivery Permit can be suspended or revoked if the Division finds that the establishment does not meet the eligibility requirements.

If located within a Class A County (Bernalillo, Dona Ana, San Juan, Sandoval and Santa Fe) with indoor retail space greater than ten thousand (10,000) square feet, I will also:

5. Use an Identification verification system that meets the requirements to establish that the identification of the purchaser was checked, scanned and stored for each delivery transaction.
6. Ensure that No spirituous liquors will be included for delivery.
7. Hold and will continue to maintain a liquor liability endorsement not less than five million dollars (\$5,000,000).
8. Deliveries will be made by qualified employees only, not using a third-party alcohol delivery service.

Requirements and Restrictions:

1. Alcoholic beverages delivered only in unbroken packages or growlers.
2. Payment received at the licensed premises only.
3. Price charged to deliver alcoholic beverage must not change from on premise charge; provided that a separate delivery fee may be imposed, and shall be disclosed to the customer at time of purchase.
4. Delivery sales and service of alcoholic beverages are the same as the hours of operation for the sale and service of food and alcoholic beverages at the licensed premises.
5. Shall not deliver an alcoholic beverage to a business, a commercial establishment, a college or university campus or a school campus that is not a home school.
6. Age verification shall be made at the Point of Sale and at time of Delivery of alcoholic beverages.
7. Delivery shall not be made to an intoxicated person or to a Minor.
8. While delivering alcoholic beverages, delivery permittee shall have in their possession, only alcoholic beverages that have been purchased for delivery.
9. While delivering alcoholic beverages, delivery permittee shall have in their possession, the original or an electronic or physical copy of the Permittee's Alcoholic Beverage Delivery Permit.
10. Delivery shall only be made to a person, 21 years of age or older and if unable, the delivery must be returned to the Establishment, and under no circumstance will delivery be left unattended. If for any reason, a delivery cannot be completed, the alcoholic beverages must be returned to the licensee, and the customer shall be refunded for the payment.
11. Liability: the Licensee, the ABC Licensed Third-Party Delivery Service and the Server delivering the alcohol may be separately liable for violations of the Liquor Control Act, including the delivery of alcohol to an intoxicated person or to a Minor.





APPLICATION FOR ALCOHOLIC BEVERAGE DELIVERY PERMIT

Annual Permit: 1 year term: 7/1/2021–6/30/2022 | \$300.00 application fee, non-refundable

Master License No. _____ **ABC USE ONLY** | **Application No.** _____

Type of License: **Check applicable box**

Dispenser Retailer Craft Distiller Small Brewer Winegrower

I am a qualified Applicant, and have included the Application Fee of \$ _____

Licensee/Owner Name: _____

Doing Business As: _____

I have met all the requirements and my license is current and active? Yes No

Mailing Address: _____

Physical Address: _____

Contact Person: _____

Phone: _____ Cell: _____ E-Mail: _____

I, the undersigned, swear that I am authorized to obtain this permit and that the information on this application form is true and correct, to the best of my knowledge. **I also attest to understanding the following:**

- Delivery of alcoholic beverages shall only be made by an Employee who is at least twenty-one years of age, holds a valid server permit and holds a current/valid driver’s license.
- An alcoholic beverage delivery permit is not transferable from person to person or from one location to another.
- Records for delivery purchases and age verification will be made available for inspection or audit, upon request.
- I understand that the Delivery Permit can be suspended or revoked if the Division finds that the establishment does not meet the eligibility requirements.

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You must sign before a Notary Public.

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

NOTARY PUBLIC USE ONLY: (State of _____, County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____

By Affiant: _____

Notary Public: _____

SEAL

My Commission Expires on: _____

ABC USE ONLY: Payment | \$ _____ Received on: _____ Receipt No. _____

APPROVED DISAPPROVED , _____

ASSIGNED PERMIT NO. _____ **EXPIRES ON:** _____

Reviewed, with copy sent to Licensee via Email, Fax, 1st class mail By: _____

Done this _____ Day of _____, 20____.



ALCOHOL DELIVERY PERMIT FOR DIS, Retailer, CD, SB, WG CHECKLIST

Final: Assigned PERMIT No. _____

Filed on: _____ Assigned to Hearing Officer on: _____ Application # _____

Applicant Name: _____

DBA Name: _____

Mailing Address: _____

Contact Person/Agent: _____ Phone: _____ Email: _____

Page 1 complete Yes No _____

\$300.00 Application fee submitted Yes No _____

Master License No.: _____

Type of License: Dispenser Retailer Craft Dispenser Small Brewer Winegrower

HOLDS? Yes No Type / Reason: _____

