



# APPLICATION FOR LIQUOR RETAILER LICENSE

## Calendar Year 2009

Initial Application: \_\_\_\_\_

Renewal: \_\_\_\_\_

If Renewal, please list current license number: \_\_\_\_\_

### For Office Use Only

Type of License: _____	Date Received: _____	Processed By: _____
License Number: _____	Date Issued: _____	Expiration Date: _____
Payment Method: _____	Amount: \$ _____	Posted By: _____

### Check One (1) Only:

Separate applications must be completed for each type of license requested

- |  |  |
|--|--|
| <input type="radio"/> RETAILER - RESTAURANT - BEER/WINE    | <input type="radio"/> RETAILER - RESTAURANT - SPIRITS    |
| <input type="radio"/> RETAILER - HOTEL/MOTEL- BEER/WINE    | <input type="radio"/> RETAILER - HOTEL/MOTEL - SPIRITS   |
| <input type="radio"/> RETAILER - SPECIAL EVENT - BEER/WINE | <input type="radio"/> RETAILER - SPECIAL EVENT - SPIRITS |

1. Applicant's Corporate or Company Name : \_\_\_\_\_  
 Federal Employer's Identification Number (EIN) \_\_\_\_\_

2. Business/Mailing Address : \_\_\_\_\_  
 (Street Address, City, State, ZIP) \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Website address: \_\_\_\_\_

3. Physical Location of Business within the Navajo Nation : \_\_\_\_\_  
 (Street Address, City, State, ZIP) \_\_\_\_\_  
 \_\_\_\_\_

Land Status of Business Site :

_____ Tribal Trust	Business Site Lease Number : _____
_____ Allotment	Expiration Date : _____
_____ Fee (Private)	
_____ Other (Explain) _____	

4. Type of Business (Check One) :

_____ Sole Proprietorship	_____ Partnership
_____ Governmental Entity or Enterprise	_____ Corporation
_____ Other (Explain) _____	

5. Contact Person(s): \_\_\_\_\_ Telephone Number, if different from #2. above. \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Email Address: \_\_\_\_\_

For Question 6, please indicate N/A if not applicable.

6.a. List names, titles and addresses of all **corporate officers** of your business (attach additional pages if necessary) :

<u>Name and Title</u>	<u>Mailing Address</u>
1 _____ _____	_____ _____
2 _____ _____	_____ _____

6.b. List names, titles and addresses of all **directors** of your business (attach additional pages if necessary) :

<u>Name and Title</u>	<u>Mailing Address</u>
1 _____ _____	_____ _____
2 _____ _____	_____ _____

6.c. List names, titles and addresses of all **general partners** of your business (attach additional pages if necessary) :

<u>Name and Title</u>	<u>Mailing Address</u>
1 _____ _____	_____ _____
2 _____ _____	_____ _____

6.d. List names, titles and addresses of all **shareholders\*** with controlling interests in your business (attach additional pages if necessary) :

<u>Name and Title</u>	<u>Mailing Address</u>
1 _____ _____	_____ _____
2 _____ _____	_____ _____

\*if  $\leq 15$  shareholders, list all; if more than 15 shareholders, list those with  $\geq 5\%$  of ownership

6.e. List names, titles and addresses of all **principal officers** of your business (attach additional pages if necessary) :

<u>Name and Title</u>	<u>Mailing Address</u>
1 _____ _____	_____ _____
2 _____ _____	_____ _____

7. Has the applicant, or any officer or director thereof, ever been convicted of a felony?

Yes  No

If yes, explain : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Has the applicant, or any officer or director thereof, been found to have violated any applicable Navajo Nation or federal law within the past 10 years?

Yes  No

If yes, explain : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Has the applicant, or any officer or director thereof, had any temporary or permanent suspension or revocation of any license or other authorization pertaining to the transportation, sale, delivery, or consumption of liquor?

Yes  No

If yes, explain : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Submit Proof of Insurance.

11. Provide a legal description and a map showing the location of the desired liquor sales. Indicate whether there are any churches or schools within 300 feet of the location.

12. Please indicate your agreement to the terms and conditions of this license by signing the attached Terms and Conditions. Failure to do so will result in a denial of your license application.

**I declare that the information contained in this document and any attachments thereto is true and correct to the best of my knowledge and belief pursuant to all Navajo Nation laws and regulations.**

\_\_\_\_\_  
Licensee or Duly Authorized Agent Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

Mail the entire application packet, along with the required application fee to:

Office of the Navajo Tax Commission  
PO Box 1903  
Window Rock, Arizona 86515

For Overnight/Express Delivery (FedEx, UPS, etc) our Physical Address:

Office of the Navajo Tax Commission  
Karigan Professional Office Complex  
Hwy 264, 100 Taylor Road  
St. Michaels, Arizona 86511

*Revised: 12/19/08*



THE  
NAVAJO  
NATION

PRESIDENT  
**JOE SHIRLEY, JR.**  
VICE PRESIDENT  
**BEN SHELLY**

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OFFICE OF THE NAVAJO TAX COMMISSION  
Post Office Box 1903 • Window Rock, Navajo Nation (Arizona) 86515-1903  
(928) 871-6681 • (928) 871-7608 FAX

## Liquor License Fee Schedule

	Initial License Application Fee	Annual Renewal Fee
Wholesaler		
Beer/Wine	\$500	\$200
Spirits	\$700	\$250
Retailer - Restaurant		
Beer/Wine	\$1,000	\$250
Spirits	\$1,500	\$500
Retailer - Hotel/Motel		
Beer/Wine	\$1,000	\$250
Spirits	\$1,500	\$500
Retailer - Special Event		
Beer/Wine	\$300	N/A
Spirits	\$500	N/A



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**RETAILER LIQUOR LICENSE  
TERMS AND CONDITIONS**

As a Retailer licensed to sell liquor within the Navajo Nation, I understand that said license is subject to revocation if any of the following occur:

- Conviction of a felony
- Determination that Licensee sold liquor to a minor
- Determination that Licensee sold liquor to an intoxicated person
- Failure to present documents upon request
- Failure to comply with reporting requirements
- Determination that sales were made by a person other than a certified server
- Failure to post copy of Retailer Liquor License
- Failure to post notice informing customers that removing liquor from premises is a violation of federal law
- Purchase of liquor from an unlicensed wholesaler
- Determination that Licensee made a sale for resale
- Determination that Licensee allowed customers to bring liquor onto premises for personal consumptions
- Sale of liquor on a Sunday, holiday, or election day in contravention of Navajo Nation law
- Determination that Licensee allowed extension of credit other than as provided for in regulations
- Determination that Licensee intended or attempted to transfer license from location listed on application to a second location

I understand that Licensee is responsible for any actions of any employee of Licensee.  
I understand that the license is not a property right.  
I understand that the license may not be transferred to any other person or entity.

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Licensee or Duly Authorized Signature

-----  
Title

-----  
Print or Type Name

-----  
Date