

**Compliance Branch (ABC)**

(see back side)

**PROCESSING PROCEDURES:**

**I. Requirement:**

1. Applicant(s) must first obtain a validated Business License
2. Applicant(s) applying for a Temporary Alcoholic Beverage License, need not obtain a Business License, must submit within 30 days prior to the event (only clearance from Business Privilege Tax (GRT) and Collection Branch)

**II. Documents Required:**

1. Validated Business License
2. Alcoholic Beverage License application(deadline Monday 3:00pm every 2<sup>nd</sup> & 4<sup>th</sup> of each month)
3. Article of Corporation, by-laws's and Minutes (if Corporation,LLP,LLC)
4. Partnership Agreement (if Partnership)
5. Personal History Form(from each member of the Corporation,LLP,LLC,Partnership, or Sole Proprietor)
6. Police Clearance must obtain(from each members of the Corporation,LLP,LLC, Partnership, or Sole Proprietor)
7. Lease Agreement(must be Notarized if leased) Title or Deed(if owned)

NOTE: a) All Corporate Members,LLP,LLC,Partners, or Sole Proprietor's must be eighteen(21) years of age.(Section 11GCA §3303)

b) No Corporate Member,LLP,LLC,Partners, or Sole Proprietor shall have a charge or court case pending when applying

c) Must provide our office a Xerox copies on the above documents required# 1,3,4,7, or you will be charge a fee of one (1) dollar per copies.

**III. Payment:**

1. Payment must be made prior to processing the application.(Checks are made payable to Treasurer of Guam or T.O.G.)
2. Amount due, varies upon the Class of Alcoholic Beverage License for which the applicant has applied for. Amount due may also be prorated. An Official Receipt will be issued to the applicant.

**IV. Clearance: (Must be pick up during processing of application)**

1. Every applicant must have clearance documents acknowledge from the following (11GCA §3314).
  - a) Attorney General's Office(located at the new Justice Building formerly Pedro's Plaza, Hagatna)
  - b) Department of Public Health & Social Services(located at One-Stop Center, DPW Tamuning)
  - c) Department of Land Management(located at One-Stop Center, DPW Tamuning)
  - d) Mayor's Office(must be actual location where the establishment is located)
  - e) Publication Notice (General Circulation). Must advertise for three (3) consecutive days. On/after the third day of publication, applicant must pick-up or get the Certificate of Publication.(11GCA §3315).

**V. Transfers:**

1. Person or persons (Death of husband or wife) \$25.00 fee. Must comply with the above requirements (I to IV). (Section 11GCA§3310(1)).
2. Present location to another location, \$25.00 fee plus in addition to prorated charge. Must comply with the above requirements (I to IV) Section 11GCA 3310.

**VI. Alcoholic Beverage Control Board (ABC) Meeting:**

The Alcoholic Beverage Control Board conducts a meeting every second and fourth Wednesday of each month. Meeting date may change if date falls on a holiday or changed by the Board.

**VII: Issuance of Approved/Signed Alcoholic Beverage License:**

1. All required documents are submitted, including the Sanitary Permit
2. To any member of the Corporation, LLP, LLC, Partnership, or Sole Proprietor
3. When the member of the Corporation, LLP, LLC, Partnership, or Sole Proprietor is briefed of the Alcoholic Beverage Control Act Rules and Regulations, signed the Application Check List, sign the ABC License log book, and the issuance of all pertinent documents; Alcoholic Beverage Control Act Rules and Regulations booklet, List of Inspectors, Duty Roster/Daily Schedule, Change of Status, Notice of Temporary Absence, and Notice to Customers. Different documents may be issued to the Licensee due to the type of class the Licensee had applied for.

**VIII. Other Information(s):**

1. For Information on Alcoholic Beverage License, Amusement Devices, Recreational Facilities, Shooting Galleries, Golf Course, Driving Range, Bowling Alleys, likewise Miniature Golf Course, Dance Halls, and Cockpit License please contact the Compliance Branch at 635-1802/05/06 (located at Rt-16, Old PriceSmart Bldg., Dept. of Revenue & Taxation, Barrigada.
2. For information on establishing a Corporation, LLP, LLC, Partnership, Sole Proprietor, or applying for a Business License please contact the General Licensing and Registration Branch at 635-1826/28/29, or the One-Stop Center (only on Monday, Wednesday, Friday) at 646-3102.
3. For information on Gross Receipt Tax, please contact the Business Privilege Tax Branch at 635-1835/36