

**PROCEDURE FOR LICENSEES TO PETITION THE DIRECTOR  
TO ALLOW RENEWAL OF A LICENSE THAT BECAME INACTIVE  
ON OR BEFORE JUNE 30, 2021**

**N.J.S.A. 33:1-12.39**

**(2023-2024 LICENSE TERM)**

If your license became inactive on or before **June 30, 2021**, your local issuing authority will **not** be able to renew your inactive license for the 2023-2024 license term **unless** you first obtain a "Special Ruling" from the Director of the New Jersey Division of Alcoholic Beverage Control (the "Division"). An inactive license is a license that is **not** currently open and operating in a licensed premises. The Director has the authority to grant a Special Ruling pursuant to N.J.S.A. 33:1-12.39 ("12.39 Special Ruling") based upon good cause shown.

**In order to request a 12.39 Special Ruling for the 2023-2024 license term, a Verified Petition MUST be submitted to the Division via the POSSE Online Licensing System ("POSSE").** Please sign in to the Division's online licensing system by going onto the ABC WEB PAGE at: <https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/posse-online-licensing-system/>. Click on the link that says Licensee/Public Users to log onto POSSE. Follow the log on instructions. Once logged in, click on Licensing, then click on Request 12.39 Relief.

Upon submission of a Verified Petition and a non-refundable filing fee of \$100 per license term, the Director will consider requests for up to two terms only (2023-2024 and 2024-2025) of relief (if a licensee is requesting relief for prior terms (2021-2022, 2022-2023, etc.), this two-term limitation will not apply). Therefore, one Special Ruling could provide relief for two license terms and avoid licensee uncertainty about Special Rulings in the future. **Be advised, however, that a licensee that receives a Special Ruling for a future license term is still required to file a timely renewal application and fees with the local issuing authority for each year and in all future years. Please note:** once the Verified Petition is submitted to the Division, the Division will send a courtesy email to the municipality advising them the petition has been submitted.

If you cannot access POSSE, you must complete and email a "Verified Petition Form" to the Division at [NJABCPetitions@njoag.gov](mailto:NJABCPetitions@njoag.gov) and once the Division representative creates the petition job, the filing fee(s) must be paid via the POSSE Online Licensing System. The Verified Petition Form is available at: <https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/counsel-to-the-director/>. The Verified Petition Form must be completed in full by a licensee or "authorized representative" (e.g., lawyer or accountant) with direct personal knowledge of the required facts and must be signed and certified by the licensee. Additional documentation may be attached to the Verified Petition Form. **No Special Ruling will be granted unless you complete, sign and certify the Verified Petition Form and pay the filing fee(s). NO PAPER PETITIONS AND/OR FEES WILL BE ACCEPTED.**

A **copy** of the Verified Petition Form must be submitted to your issuing authority at the same time you submit the original to the Division. The date of submission to the municipality must be noted on the Verified Petition Form submitted to the Division. This permits the local issuing authority to review the facts, as you have stated them, and supply us with any comments they wish to make.

If your license is subject to a Special Condition imposed by a Consent Order entered into with this Division which required activation by a specific date, or a Special Condition imposed by a Special Ruling or a Final Conclusion and Order by the Director, be advised that you must ask that the special condition be vacated, or the license presumptively lapses and it will be more difficult for you to meet the standard for the issuance of a Special Ruling.

Also, if your license received a two year "fire/casualty" ruling pursuant to N.J.S.A. 33:1-12.39 which authorized renewal for the 2022-2023 and 2023-2024 license terms, the ruling only applies to the licensee who suffered the casualty loss. If the license has been transferred to you in the last year, then you must petition the Division as outlined in this notice pursuant to N.J.S.A. 33:1-12.39 before your local governing body can renew the license for the current license term.

Prior to renewal, **all licensees** must receive an Alcoholic Beverage Retail License Clearance Certificate for renewal from the Division of Taxation. Questions regarding a clearance certificate should be directed to your Division of Taxation case worker at the Division of Taxation or by visiting the nearest Taxation Regional Office to your business.

**YOU MUST FILE YOUR RENEWAL APPLICATION AND PAY ALL NECESSARY FEES (BOTH STATE AND MUNICIPAL) ON OR BEFORE July 30, 2023. Failure to file your renewal application and fees with the local issuing authority by July 30, 2023 may cause your license to permanently lapse and cease to exist.**

Should you have any further questions, please contact Counsel to the Director's Office at (609) 376-9760.

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