

**STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF ALCOHOLIC BEVERAGE CONTROL**

**AN 2020-04**

**ADVISORY NOTICE ON ELECTRONIC FILING OF PETITIONS PURSUANT TO  
N.J.S.A. 33:1-12.18 AND N.J.S.A. 33:1-12.39**

The Division now requires that all Petitions for Relief under N.J.S.A. 33:1-12.18 (Failure to Timely Renew) and N.J.S.A. 33:1-12.39 (Renewal of Inactive or “Pocket” Licenses) be submitted electronically and all fees be paid online via the POSSE online licensing system.

For Petitions Pursuant to N.J.S.A. 33:1-12.18 and N.J.S.A. 33:1-12.39

- Complete the Verified Petition Certification (for 12.18) or Form (for 12.39).
- Upon completion of the Verified Petition Certification or Form, e-mail the document in .pdf format to [amy.leib@njoag.gov](mailto:amy.leib@njoag.gov).
- The Division will docket the Petition or Form in the POSSE system (please allow two to three days for the Petition to be docketed).
- Two to three days after submission by e-mail, you may log into your POSSE account and pay the fee. **IF THE FEE IS NOT PAID, THE DIVISION CANNOT PROCESS YOUR PETITION.**
- When you log into your POSSE account, the account will show an outstanding fee. You must select “pay all fees” to pay. In order to file the Petition, you have to go to the “Job” in the “Drafts” section and select “SUBMIT” so the Division can see that the fee has been paid.

For specific instructions **for licensees** concerning Petitions for Relief pursuant to N.J.S.A. 33:1-12.18, follow [this link](#). For N.J.S.A. 33:1-12.39, follow [this link](#).

For specific instructions **for governing bodies** concerning Petitions for Relief pursuant to N.J.S.A. 33:1-12.39, follow [this link](#).

**NOTE:** In order to apply for 12.18 or 12.39 relief, the licensee must pay the municipal renewal fee, submit the renewal application and pay the State fee for the license term(s) for which relief is sought. The renewal application and State fee(s) must be submitted on POSSE. **The municipal fee(s) must be paid directly to the municipal clerk.**

Any questions concerning this Advisory Notice should be directed to DAG Jillian Mahoney at (609) 376-9639 or DAG Paul Urbish at (609) 376-9635.

  
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JAMES B. GRAZIANO  
ACTING DIRECTOR

DATED: April 9, 2020