Representative/Attorney of Licensee/Brand Registrant without Access Code

Including but are not limited to Compliance Companies and Attorney’s

*GO LIVE JUNE 4, 2015*

NOTE: **DO NOT** register in the system using a Licensee’s or Brand Registrant’s Access Code. If a licensee or brand registrant gives you their renewal notice or other paperwork with their access code on it, return it to the licensee. **EVERY** licensee/brand registrant is required to log in with their own code to establish themselves as a user.

In order to register with the Division and get access to a specific license/brand registrant that a specific person or company has been given authorization to act on behalf of the Division must receive an Affidavit of Representation (copy attached to these instructions).

All of the above can be e-mailed to the Division at **POSSEAdmin@lps.state.nj.us**.

The **SUBJECT** of the e-mail must state “Affidavit of Representation”. Any e-mails coming in that do not use the correct subject may be lost within other subject matter and create a delay in assignment.

**Once you have e-mailed the above letter please follow the below directions**

Register

If you have not yet created an account, click here to register.

Once you have selected to register you will be directed to the page below.

1. Enter a valid Email address in the Email field.
2. Confirm the Email Address in the Confirm Email field.
3. Enter the desired password in the Password field.
4. Confirm the password entered from the previous step in the Confirm Password field.
5. Enter the first name of the user in the First Name field.
6. Enter the last name of the user in the Last Name field.
7. Enter the user’s phone number in the Phone Number field.

8. Answer no to the question “Do you have an Online Access Code”, using the radio buttons located to the right of the question.

9. No, continue on with the registration process.

10. Select a security question from the drop down list.

11. Enter the code visible in the graphic below the Code field into the Code field.

12. Select “Finish Registration”

   a. An activation email will be sent to the email address provided during registration, this email will be needed in order to complete registration and activate the account.

13. Click the link that is in the email.

   a. The link will open a new window
   b. Put in the password that was used to register the account
   c. Select the button that says Activate
   d. From there it will navigate to the home page for the account
State of New Jersey
Department of Law and Public Safety
Division of Alcoholic Beverage Control

___________________________________

State of ____________________________

County of __________________________

___________________________________

1. I ____________________________ the ____________________________
(Full Name) the ____________________________ (Official Position or Title)
With ____________________________. I am submitting this affidavit to
(Full Legal Name of Business Entity)

the Division of Alcoholic Beverage Control of New Jersey (NJABC) as evidence of the authority to
act on behalf of the Licensee’s and/or Brand Registrants specified on the attached “Appendix A”
in the licensing system as a registered user.

2. Permanent E-mail: __________________________
电话: __________ - _______ - _______

3. The attached Appendix A gives the license name as it appears on their License Certificate and
the current and valid license number for the company or the name of the brand registrant as
they have registered with the NJABC.

4. By acting as Representative for a New Jersey Licensee and/or Brand Registrant;

   a. I understand that it is my duty to keep my clients records up to date and correct with all
pertinent information;

   b. I will notify the Licensee’s and/or Brand Registrant’s I represent of important
information and correspondence from the NJABC;

   c. It is my responsibility to notify NJABC and the Licensee/Brand registrant regarding my
authority to act on their behalf has been severed. The severance will not occur until the
licensee/brand registrant has re-assigned appropriate representation.

I certify that the forgoing statements made by me are true. I am aware that if any of the forgoing
statements made by me are willfully false, I am subject to punishment.

Rev. 11/17/2017
State of New Jersey
Department of Law and Public Safety
Division of Alcoholic Beverage Control

“APPENDIX A”

Affidavit of Representation of a New Jersey Alcoholic Beverage Licensee and License and/or Brand Registrant by Attorney or Compliance Company

I hereby swear of affirm under penalties of perjury that the information set forth below is true, correct and accurate.

1. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

2. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

3. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

4. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

5. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

6. License or Brand Registrant Name (circle one):
   ___________________________________________________________
   License Number: __________ - __________ - __________ - __________ (if applicable)

Dated: ________________________________

________________________________________
Signature of Affiant

________________________________________
Legal Title of Affiant

Note: AFFIANTS SIGNATURE MUST BE NOTARIZED BEFORE
A NOTARY PUBLIC OR AN ATTORNEY AT LAW LICENSED IN THE STATE OF NEW JERSEY.