

**STATE OF NEW JERSEY**  
**Division of Gaming Enforcement**



**INSTRUCTIONS FOR OBTAINING AN INITIAL  
CASINO HOTEL ALCOHOLIC BEVERAGE  
LICENSE OR FILING FOR RESUBMISSION**

**THESE INSTRUCTIONS ARE APPLICABLE TO ANY NON-CASINO ENTERPRISE THAT WISHES TO PROVIDE GOODS OR SERVICES RELATING TO ALCOHOLIC BEVERAGE ACTIVITIES WITHIN A LICENSED CASINO HOTEL FACILITY IN ATLANTIC CITY, PURSUANT TO N.J.S.A. 5:12-103 AND N.J.S.A. 13:69I-1.1, ET SEQ.**

**INITIAL APPLICANTS.....See Page 3**

**RESUBMISSION REQUIREMENTS FOR EXISTING CHAB LICENSEES.....See Page 4**

**GENERAL INSTRUCTIONS FOR ALL COMPANIES**

1. The original and two (2) copies of all application forms, including appendices and attachments, must be sent to the Division of Gaming Enforcement’s Intake Unit as follows:

New Jersey Division of Gaming Enforcement  
Service Industry Licensing Bureau (SILB), Intake Unit  
1300 Atlantic Avenue, 3<sup>rd</sup> Floor  
Atlantic City, NJ 08401  
Attn.: CHAB Licenses

2. Any additional submissions must also include the original and two copies and be forwarded to the Division’s Intake Unit as directed in 1. above. If you so choose, or have been requested, you may e-mail advance copies to appropriate Division staff; however, the original and two copies must still be filed with the Division’s Intake Unit.
3. All entries on forms, except signature, must be typed or block-printed in ink. If your submission is not readable, it will not be accepted.
4. All forms, as applicable, must be properly signed and notarized.
5. All applicable filing fees must be submitted with the application submission.\* Your application will not be processed without payment. For information about requesting an installment plan or for payment by credit card, please see Page 4. Further, if your company intends to transact business at more than one location, please call (609) 317-6218 for a determination of the appropriate applications to be filed and the total costs involved.

\* Please note: Pursuant to N.J.A.C. 13:69A-9.19, all application fees are not refundable.

6. Failure of any qualifier to provide fingerprints in a timely manner, as required by regulations or Division request, shall result in the denial/revocation of any interim casino hotel alcoholic beverage (CHAB) authorization or CHAB license.

## **NOTICE**

Pursuant to Section 74.1 of the Casino Control Act, information supplied to the Casino Control Commission and Division of Gaming Enforcement, or otherwise obtained by either of them, is confidential and shall not be revealed, except in the course of the necessary administration of the Casino Control Act, or upon the lawful order of a court of competent jurisdiction, or with the approval of the Attorney General, to a duly-authorized law enforcement agency. Nevertheless, pursuant to Section 80b of the Casino Control Act, an applicant or licensee waives any liability of the State of New Jersey and its instrumentalities and agents for any damages resulting from any disclosure or publication in any manner, other than a willfully unlawful disclosure or publication.

Please call (609) 317-6218 if you have any questions.

# **INITIAL APPLICANTS**

## **IMPORTANT INFORMATION**

If you are an initial applicant, it is highly recommended that you familiarize yourself with the Division's regulations governing casino hotel alcoholic beverage activities found at *N.J.A.C. 13:69I-1.1, et seq.* These pertinent regulations are on the Division's website at [www.njdge.org](http://www.njdge.org). Further, the company must obtain all necessary approvals by other governmental agencies (e.g., a certificate of occupancy, etc.) as appropriate.

In order to accept your application for an initial Casino Hotel Alcoholic Beverage License, you must first be vendor-registered through a licensed casino in Atlantic City, pursuant to Section 92c of the Casino Control Act. You should contact the licensed casino entity where you intend to transact your business for more information in that regard.

All forms referenced below are available on the Division's website. Please call (609) 317-6218 if you need any assistance.

### **FILING REQUIREMENTS**

1. **A VENDOR REGISTRATION SUPPLEMENTAL DISCLOSURE FORM, Form #41, if one is not already on file with the Division at the time of submitting your application.**
2. **An application charge of \$3,000 to cover the cost of the investigation and processing of the license application, and a \$1,000 fee for issuance of the license, for a total of \$4,000, payable to the "Casino Control Fund."**
3. **A CASINO HOTEL ALCOHOLIC BEVERAGE-LICENSE APPLICATION, Form #51.**
4. **A CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-BUSINESS ENTITY DISCLOSURE FORM (CHAB BED), Form #53, along with a CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-QUALIFIER DISCLOSURE FORM, Form #55, for each individual listed on page ten (10) of the CHAB BED.**

**Please note:** Every individual who submits a qualifier form must also be fingerprinted by the Division of Gaming Enforcement in accordance with *N.J.A.C. 13:69A-7.7*. Please refer to Pages one (1) through three (3) in the qualifier form, Form #55, for detailed instructions concerning fingerprinting. The Division will perform a background check on every qualifier to determine suitability for qualification.

5. **IF APPLICABLE, A CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-BUSINESS ENTITY DISCLOSURE FORM-HOLDING COMPANY, Form #54, along with a CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-Qualifier Disclosure Form, Form #55, for each individual identified in ITEM 7 G. of the form. (Please see the note under 4. above regarding the need for all qualifiers to be fingerprinted).**
6. **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM, Form #56. All applicants must acknowledge the information provided in paragraphs one (1) through four (4) of this form. Further, any enterprise that employs fifty (50) or more employees in the State of New Jersey must also acknowledge paragraphs five (5) through nine (9) of the form.**
7. **INITIAL APPLICATIONS AND ALL DISCLOSURE FORMS MUST BE FILED A MINIMUM OF 45 DAYS PRIOR TO THE ANTICIPATED OPENING DATE OF YOUR BUSINESS.**

### **WHAT TO EXPECT**

The Division will make every effort to expeditiously process your application in time for the prospective opening date of your enterprise. Our ability to do so is dependent on your timely submission of all filings above, including required appendices and attachments, and the cooperation of your qualifiers to be timely fingerprinted. Under normal circumstances, once a preliminary review is complete, and absent any significant derogatory information, the Division will grant the company interim casino hotel alcoholic beverage (CHAB) authorization permitting it to commence casino hotel alcohol-related activities pending the outcome of the full background investigation. Once the investigation is complete and, assuming the company, any holding company, if applicable, and all qualifiers, are deemed qualified, a plenary license certificate will then be issued. Importantly, should the Division's investigation reveal any significant derogatory information about the company(ies) or any qualifiers, the CHAB applicant may be subject to revocation of its interim CHAB authorization and/or denial of its plenary license application.

# **RESUBMISSION FOR LICENSED NON-CASINO CHAB ENTITIES**

## **IMPORTANT INFORMATION**

If you hold a valid CHAB license, *N.J.A.C. 13:69I-1.5C* requires that you file resubmission information/documentation to the Division no later than five years after obtaining your initial licensure, and thereafter every five years. The Division presently requires submission of your filings a minimum of 120 days in advance of your five year expiration date. If you fail to make a timely resubmission, your license may be deemed invalid and the Division may require that you cease all casino hotel alcoholic beverage-related activities within a licensed Atlantic City casino. If you have not made a timely resubmission filing, please call (609) 317-6218.

## **FILING REQUIREMENTS**

- 1. An application charge of \$3,500 to recover the cost for monitoring compliance with the Act and regulations and to cover the cost of the investigation of the resubmission filings submitted by the licensee to determine continued qualification, and a \$1,000 fee for issuance of the license itself, for a total of \$4,500 payable to the "Casino Control Fund."**
- 2. A CASINO HOTEL ALCOHOLIC BEVERAGE-LICENSE RESUBMISSION FORM, Form #52.**
- 3. A CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-BUSINESS ENTITY DISCLOSURE FORM (CHAB BED), Form #53, along with a CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-QUALIFIER DISCLOSURE FORM, Form #55, for each individual listed on page ten (10) of the CHAB BED.**

**Please Note:** Every individual who submits a qualifier form must also be fingerprinted by the Division of Gaming Enforcement in accordance with *N.J.A.C. 13:69A-7.7*. Please refer to pages one (1) through three (3) in the qualifier form, Form #55, for detailed instructions concerning fingerprinting. Please note that if a qualifier has been fingerprinted by the Division with a past application, he or she will be notified in writing if any updated fingerprints are required. The Division will perform a background check on every qualifier to determine suitability for qualification.

- 4. IF APPLICABLE, A CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-BUSINESS ENTITY DISCLOSURE FORM—HOLDING COMPANY, Form #54, along with a CASINO HOTEL ALCOHOLIC BEVERAGE LICENSEE-QUALIFIER DISCLOSURE FORM, Form #55, for each individual listed in ITEM 7 G. of the form. (Please see the note under 3. above regarding the need for all qualifiers to be fingerprinted.)**
- 5. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM, Form # 56.** All Applicants must acknowledge the information provided in paragraphs one (1) through four (4) of this form. Further, any enterprise that employs fifty (50) or more employees in the State of New Jersey must also acknowledge paragraphs five (5) through nine (9) of the form.

## **WHAT TO EXPECT**

Providing that you have made a timely filing, you will receive written acknowledgment of your resubmission and confirmation that you may continue engaging in your authorized CHAB-related activities granted to you at the time of initial licensure. Once the Division has completed its updated background investigation, and provided there is no significant derogatory information uncovered, the company will be issued a new license certificate.

## **INFORMATION ABOUT FEES**

### **A. N.J.A.C. 13:69A-9.9(b) – CASINO HOTEL ALCOHOLIC BEVERAGE LICENSE FEE**

1. In order to recover the cost of the investigation and consideration of license applications by applicants for a CHAB license, the initial license application and issuance fee shall be assessed as follows:
  - a) A minimum application charge of \$3,000 shall be due at the time of application for a CHAB license for investigation of the applicant registrant. A fee of \$1,000 is also required for issuance of the license pursuant to *N.J.A.C. 13:69A-9.7(c)*.

### **B. N.J.A.C. 13:69A-9.9(c) – CASINO HOTEL ALCOHOLIC BEVERAGE RESUBMISSION FEE**

1. In order to recover costs for monitoring compliance with the Act and the regulations and for assuring the continued fitness of enterprises issued a CHAB license, the application fee for the retention of a CHAB license shall be assessed as follows:
  - a) A minimum resubmission fee of \$3,500 shall be due at the time of resubmission for a CHAB license for investigation of the registrant to determine continued qualification for licensure. A fee of \$1,000 is also required for the license itself pursuant to *N.J.A.C. 13:69A-9.7(c)*.
2. Any enterprise required to apply for the issuance or retention of a CHAB license may request an installment plan for payment of the application fee in accordance with the following schedule:
  - a) Upon filing of the application, an initial installment payment equal to one-fourth of the application fee and an additional fee of \$100 for the cost of processing such payment plan; and
  - b) Three subsequent installment payments, each equal to one-fourth of the application fee, to be paid within 90 days, 180 days and 270 days from the date that the application is filed.

### **C. N.J.A.C. 13:69A-9.19 – OBLIGATION TO PAY FEES; NONREFUNDABLE NATURE OF FEES; CREDITS**

1. Any fee obligation arising in accordance with the Act and this subchapter shall be due and payable, notwithstanding the withdrawal or abandonment of any application or the termination, in any manner, of an existing license; and
2. Except as otherwise provided, amounts equally paid by an applicant or licensee, in accordance with the Act and this subchapter, shall not be refundable.

### **D. PAYMENT BY CREDIT CARD:**

The Division will accept credit card payments for all licensing fees. The credit cards currently accepted are American Express, MasterCard, Visa, and Discover. If you wish to pay by credit card, please complete the Credit Card Authorization form, Form #63, and return it with your application for CHAB licensure or for retention of that license. Any questions regarding the completion of the Credit Card Authorization form should be directed to the Division's Revenue Unit at (609) 441-3746.