

# ALL CLUB LICENSEES

The following information is required in support of your application for an ABC Officer:

- ◆ Proof of Citizenship for proposed ABC Officer - acceptable identification for citizens of the U.S. include birth certificate or passport.
- ◆ \$13 ABC Officer Appointment fee – made payable to the New York State Liquor Authority
- ◆ Personal Questionnaire on proposed ABC Officer
- ◆ Photo Identification - acceptable identification includes drivers' license, non-driver's identification issued by a government agency or Military identification.
- ◆ ELECTRONIC FINGERPRINTING

NOTE: Persons CURRENTLY licensed by the State Liquor Authority do not have to be fingerprinted.

Each applicant required to be fingerprinted will be instructed to contact L-1 Enrollment Services after the successful submission of your applications.

The fee for electronic fingerprinting is \$105.75 and will be paid directly to L-1 Enrollment Services when you are fingerprinted.

**CERTIFICATION OF APPOINTMENT OF ALCOHOLIC BEVERAGE CONTROL OFFICER**

The undersigned, being a duly elected officer of \_\_\_\_\_ the  
Name of licensee

holder of club license number \_\_\_\_\_ hereby certifies that  
license number

\_\_\_\_\_, a member in good standing, residing at \_\_\_\_\_  
name of member address

\_\_\_\_\_, has been appointed to serve as the Alcoholic Beverage

Control Officer for the club. This appointment shall remain in full force and effect until the State

Liquor Authority shall be notified and shall have approved the appointment of a replacement Alcoholic

Beverage Control Officer.

Date: \_\_\_\_\_  
Officer of Club Title

I hereby accept the appointment as Alcoholic Beverage Control Officer

Date: \_\_\_\_\_  
Signature of Member

The Authority's Offices are located at:

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**ZONE I**

317 Lenox Avenue  
New York, NY 10027  
(212) 961-8385

**ZONE II**

Alfred E. Smith Building  
80 So. Swan Street  
Suite 900  
Albany, NY 12210-8002  
(518) 474-3114

**SATELLITE OFFICE**

State Office Building  
333 E. Washington Street  
Room 205  
Syracuse, NY 13202  
(315) 428-4198

**ZONE III**

Iskalo Electric Tower Building  
535 Washington Street  
Suite 303  
Buffalo, NY 14203  
(716) 847-3035

Thank you for your cooperation.