

# Instructions for Obtaining

## A.B.C. License

(ALCOHOLIC BEVERAGE CONTROL)

The application must be filled out entirely before it will be processed.

**EVERY LINE AND EVERY BOX MUST BE FILLED OUT COMPLETELY.**

It will take approximately 15-30 minutes to process each applicant.

**Payments must be made by Money Orders only. (No Cash, No Checks and No Credit/Debit Cards)**

### 1<sup>st</sup> Page

Must be signed by Manager (**NO COPIES OF SIGNATURES**) and signature must match printed name of Licensee at the top of the 1<sup>st</sup> Page.

Applicants Job Description and Start Date must be filled in.

Applicant's personal information must be filled out in small box.

### 2<sup>nd</sup> Page

Present Date is the date application is handed in at the Long Branch Police Records.

Full Name – First, Middle, and Last

If a question does not apply, write N/A or leave blank.

Two pages of application need to be notarized by a Notary Public.

#### Initial License

- \$25.00 Processing Fee (Money Order Only Made out to City Of Long Branch)
- Two pages to be notarized by Notary Public
- Two forms of Identifications are needed: (One form must be a picture ID like a Passport/City ID/Driver's License/etc.)
- Two Character References needed. (They cannot be related to applicant and cannot reside at the same address as the applicant). [\(Click for link\)](#)
- Applicants that let their temporary license lapse, agrees not to work and if decided to further work in Long Branch will need to re-apply.**

#### Office Use

- Contributors Case # (LBPD Receipt #) Issued and written on fingerprint form
- Register into records management system (RMS)
- Photo will be taken at Police Department.

#### Renewal License

- \$10.00 Processing fee (money order only made out to City Of Long Branch)
  - 4<sup>th</sup> and 5<sup>th</sup> pages are to be notarized by a Notary Public
  - Have a second form of ID along with ABC License.
  - Two Character References needed. (They cannot be related to applicant and cannot reside at the same address as the applicant).
- An ABC Applicant MUST Start Over if License is not renewed by expiration date (No Exceptions).**

#### Office Use

- Register into RMS.
- Update Photo

	Date Submitted	Date Returned
Entered into RMS		
Entered into IMC (registry entry)		
Reference 1		
Reference 2		
Fingerprint Confirmation		
Application Submitted to Director		

Application Process By: \_\_\_\_\_



**CITY OF LONG BRANCH  
POLICE DEPARTMENT  
344 BROADWAY  
LONG BRANCH, NJ 07740  
(732) 222-1000**

Jason Roebuck  
Provisional Chief of Police

**EMPLOYMENT VERIFICATION**

Director:

I, \_\_\_\_\_, Licensee of the New Jersey Liquor Licensed premises  
known as:  
(PRINT MANAGER'S NAME)

_____ (NAME OF APPLICANT)	
_____ (ADDRESS)	
_____ (CITY & ZIP CODE)	
_____ (D.O.B.)	_____ (S.S. #)

\_\_\_\_\_  
(COMPANY / CORPORATION TRADE NAME)

\_\_\_\_\_  
(ADDRESS AND ZIP CODE)

\_\_\_\_\_  
(LICENSE NUMBER) (PHONE)

I will employ the applicant starting \_\_\_\_\_ as \_\_\_\_\_.  
(DATE) (CAPACITY / JOB DESCRIPTION)

**- OR -**

I have employed the applicant since \_\_\_\_\_ as \_\_\_\_\_.  
(DATE) (CAPACITY / JOB DESCRIPTION)

I am aware that, if, the applicant has a statutory disqualification which prohibits his / her association with the Liquor Industry of this state:

- (a) after acceptance of a Rehabilitation Permit or Disqualification Removal application by the Division of A.B.C., the applicant will present me with a dated temporary Work Letter, permitting his / her employment for a limited term while the application is in progress... and ...
- (b) In the event a Temporary Letter is not issued, I will not employ the applicant until I am presented with a current Rehabilitation Work Permit or a Disqualification Removal Order.

\_\_\_\_\_  
(DATE) (MANAGER'S SIGNATURE) (TITLE)

**(THIS LETTER TO BE COMPLETED BY THE LIQUOR LICENSE LICENSEE)**



CITY OF LONG BRANCH  
POLICE DEPARTMENT  
344 BROADWAY  
LONG BRANCH, NJ 07740  
(732) 222-1000

INITIAL  
 RENEWAL

DATE \_\_\_\_\_

**ALCOHOLIC BEVERAGE CONTROL**  
**REGISTRATION APPLICATION**

Alcoholic Beverage Control permit, pursuant to Chapter 103, Sec.103-12, Revised Ordinances of the City of Long Branch, NJS et seq.:  
and 33:1-26

*PLEASE TYPE OR PRINT CLEARLY (BLUE INK ONLY)*

APPLICANT INFORMATION			
FIRST NAME:	MIDDLE NAME:	LAST NAME:	
ADDRESS: STREET:		APT:	
CITY:	STATE:	ZIP:	
HOME PHONE:		CELL PHONE:	
S.S. #:		DATE OF BIRTH:	
PLACE OF BIRTH: CITY:		STATE:	COUNTRY:
SEX:	RACE:	HEIGHT:	WEIGHT:
HAIR:	EYES:	MARITAL STATUS:	
SCARS, MARKS, TATTOOS:			
DRIVER LICENSE NUMBER:		STATE:	

PRIMARY VEHICLE REGISTERED TO OR OPERATED BY APPLICANT			
MAKE:	MODEL: <input type="checkbox"/> 2 DR <input type="checkbox"/> 4DR <input type="checkbox"/> TRUCK	YEAR:	PLATE # / STATE:
PREVIOUS ADDRESSES (Past Ten Years)			
1.		From:	To:
2.		From:	To:
TWO CHARACTER REFERENCES (Complete Address With City, State & Zip)			
NAME:	ADDRESS:	PHONE:	
NAME:	ADDRESS:	PHONE:	
HAVE YOU EVER BEEN ARRESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, supply information below.) (Use Back if needed.)			
INCLUDE ALL ARRESTS EVEN IF CHARGES WERE DISMISSED			
Date of Arrest:	Charge:	Place:	Disposition:
Date of Arrest:	Charge:	Place:	Disposition:
Date of Arrest:	Charge:	Place:	Disposition:
Date of Arrest:	Charge:	Place:	Disposition:
HAVE YOU EVER BEEN REVOKED OR DENIED A PERMIT: <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, explain on back)			
I swear (or affirm) that all of the information provided above is true, complete and accurate to the best of my knowledge and belief. I understand that any false statements will result in denial of this application and prosecution for violation of NJS 2C: 28-3, a disorderly person.			
Sworn to and subscribed before me this ____ day of _____ 20____:		_____ (Signature of Applicant)	
_____ (Notary Public)			
(My commission expires)			
RECORDS BUREAU USE ONLY			
Fingerprinted By:	Date:	SBI:	FBI:
Approved By: Safety)	(Director of Public Safety)		Date Issued:



**CITY OF LONGBRANCH  
POLICE DEPARTMENT  
344 BROADWAY  
LONG BRANCH, NJ 07740**

**PERSONAL INFORMATION**

**Applicant:**

**D.O.B.:**

**SS. #:**

**Circle One:** Firearms Application, ABC Application, Taxi Application, Mercantile Permit  
Other: \_\_\_\_\_

**Date:**

**RELEASE FORM**

I \_\_\_\_\_ swear that all the information furnished to the Long Branch Police Department is the truth, the whole truth and nothing but the truth.

I understand that any false information furnished to the Long Branch Police Department through this application or other means will constitute False Swearing (NJ.S. 2C:28-2). I understand that this a fourth degree crime that can, upon conviction, result in monetary fines and/or incarceration.

I AUTHORIZE the Long Branch Police department to investigate my background. They may have unlimited access to any information including but not limited to a criminal history check.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Name (print or type)

Sworn and subscribed to  
before me the \_\_\_ day  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# ATTENTION *ABC & TAXI* APPLICANTS

Your receipt is your temporary license. Applicants will retain a copy of their license and provide a copy to their job.

The license is valid for 30 days from the date application payment is received. Upon written verification that applicant has applied and paid for fingerprint check an additional 30 day extension may be granted.

Applicants must contact the Long Branch Police Department for a status check before temporary license expires. Applicants may be penalized, if they fail to do so.

If all requirements to complete the application are not submitted by the expiration date, applicants will not be permitted to work.  
(Unless authorized by a Captain at the LBPD)

(NO RE-APPLYING AT ANYTIME)  
NEED TO BE FINGERPRINTED

With your initials, you hereby acknowledge and understand the above mention statements.

Applicants Initials: \_\_\_\_\_

## **AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS**

**Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.**

- **Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.**
- **Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.**
- **Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.**
- **Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>2</sup>**

**The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.**

**Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.**

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).