



## Renewals:

Class “C” renewals are now complete. Thank you for your assistance in helping our office with this process.

A few reminders on what happens after the licenses have been issued and mailed to you:

- A liquor license is not effective until it is picked up from your office and the license fee and taxes have been PAID. The applicant must also have the new license hanging on the wall of their business.
- Any license in which the applicant decides to close their business must be returned to our office for cancellation. The applicant should also include a letter requesting their license by cancelled.
- Licenses that have been renewed and have not been picked up at your office with 21 days must be returned to our office for cancellation.

The renewal period for Non-Class “C” licenses will begin in January. When speaking to applicants, **please encourage applicants to renew on-line**. Once you have distributed a copy of the renewal to the applicant, it is **their** responsibility to complete the process of renewing.

Non-Class “C” Timeline:

January 10 – January 30	Publicize in local newspaper (53-135.01)
February 1	Renewals will be mailed to your office for distribution to the retailers
February 1 – May 30	Retailers may renew online at the link below: <a href="https://www.nebraska.gov/nlcc/renewals/index.cgi">https://www.nebraska.gov/nlcc/renewals/index.cgi</a>
February 16	First batch of licenses that were received by our office are mailed to your office for distribution and collection of fees.
March 1	2 <sup>nd</sup> batch of new licenses are mailed.
March 16	3 <sup>rd</sup> batch of new licenses are mailed.
March 31	4 <sup>th</sup> batch of new licenses are mailed.
April-May	Licenses will be mailed daily (the day after the license is renewed in our system).

**The NLCC website link for Clerk information for publication notices, license fees charts, and other useful information for Clerks is found at:**

**<https://lcc.nebraska.gov/clerks-information>**

## Special Designated Licenses:

SDL instructions and forms are found at the links below:

SDL homepage link:

<https://lcc.nebraska.gov/special-designated-licenses>

SDL Local Recommendation Form link:

[https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/doc/200%20SDL%20LOCAL%20RECOMMENDATION\\_10202017.pdf](https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/doc/200%20SDL%20LOCAL%20RECOMMENDATION_10202017.pdf)