

COVID-19 virus and the cancellation of events:

Please see procedures below for issued SDL licenses that are being cancelled or rescheduled. The normal process of the NLCC is to not amend an SDL license once it has been issued.

⇒ Cancelled events with no rescheduled date:

Prior to the date of the event, applicant will need to return the original license in the mail along with a letter of cancellation. This license must be postmarked or received by our office prior to the date of the event.

Once license is received by the NLCC, the license will be marked as cancelled, and it will not be counted against the SDL counts for the licensee or location for the calendar year.

⇒ Cancelled events to add alternate date or change original alternate date:

Prior to the date of the event, applicant will need to return the original license in the mail along with a local recommendation letter or amended Form 200 approved by the Clerk to include the newly added or changed alternate date of event. This license must be postmarked or received by our office prior to the date of the event.

An amended license will be emailed to the Clerk upon receipt of these two items.

Please note: As noted in the SDL instructions found on the NLCC website, there are no refunds for cancelled SDL licenses.