

CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

MICHELLE H. SEAGULL | COMMISSIONER

DCP has a new online process for cancelling your liquor permit.

You can now cancel online through your <u>current e-License credential account</u>. Cancelling online will immediately inactivate your permit. Emailed, mailed, or faxed cancellation requests will no longer be accepted.

Steps to complete the cancellation process:

- 1. Go to https://elicense.ct.gov.
- 2. Log into your active credential's account with your existing user ID and password. (You must use the credential given to you when your permit was issued; <u>do not</u> create a new user ID.)
- 3. Once logged in, scroll down to "More Online Services," then click "License Maintenance."
- 4. Select the credential you wish to Cancel and click "Start."
- 5. From the drop-down menu, select "Cancel my Permit" and complete the submittal process.
- 6. Once the cancellation request is submitted properly, you will receive an immediate email from the Department acknowledging the cancellation. Upon receipt of the email, your cancellation is complete, and your permit is inactive.

Once you cancel your permit, it cannot be reversed and you will not receive any refunds for fees already paid. This online option is available only for final permits and cannot be used to cancel provisional permits or withdraw an application.

If you have any questions on this new process, please contact the Liquor Control Division by email: <u>dcp.liquorcontrol@ct.gov</u>.

Sincerely,

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M. Caitlin Anderson Director, Liquor Control Division

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