

Renewal Time

The Board of License Commissioners is now accepting 2024-2025 Renewal Applications. Licensees that are unable to file their renewal application by the required deadline, may request an extension for \$1000. This will allow you time to renew until the license expiration date. Please have ALL DOCUMENTATION ready when arriving to the office. Renewals will not be processed without all required documentation.

| <u>License</u> | <u>Renewal Deadline</u> | <u>License Expiration Date</u> |
|------------------------|-------------------------|--------------------------------|
| Class A | March 1, 2024 | April 30, 2024 |
| Class B | April 1, 2024 | May 31, 2024 |
| Class C & D | May 1, 2024 | June 30, 2024 |

Required Renewal Documents

- Application** – Completed Renewal Application (Revised January 2024 version).
- Affidavit** – All licensees and stockholders must complete an (Revised January 2024 Affidavit).
- Alcohol Awareness Certificate** – Current copy of Alcohol Awareness certificate or card.
- Lease/Deed** – Copy of your updated lease if your lease was renewed.
- Payments** – Certified Check, Cashier’s Check or Money Order Payable to (Prince George’s County).
- Traders License** – Copy of the current State of Maryland Traders License.
- Workers Compensation** – Copy of the current Certificate of Insurance.

Tax Hold Information

Individual Taxes

Shannon Booth: 410-260-6256
 Marcia Mason: 410-260-7730

Prince George’s County Office of Finance

Contact: 301-952-4030

Comptroller of Maryland

Call Center - 410-649-0633
 Ron Carr - 410-767-6754
 Charney Jefferson - 667-401-2742
 Connie Snooks - 410-767-1677
 Maranita Drummond - 410-767-6532
 India Richards - 667-401-2816
 Supervisor Lategra Yates
 410-767-1316
 Manager Tammy Washington
 410-767-1550

Email

cdcollectionbizz@marylandtaxes.gov

Questions

If you have any questions regarding your renewal application or the renewal process, please contact the Board of License Commissioners office at 301-583-9980.

Traders License Information

Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.