

**GENERAL INFORMATION  
FOR  
SUBSTITUTION OF CORPORATE OFFICER  
OR LIMITED LIABILITY COMPANY MEMBER APPLICATION**

Section 9-217(g) of Article 2B of the Annotated Code of Maryland provides for a Substitution of a Corporate Officer or Member Application. A Substitution Application shall be filed when the cumulative amount of change in the stock is less than 50% since the last transfer or new application, or when election of new corporate officer/member takes place.

The fee for this application is \$250.00. Payable by Certified Check, Cashier's Check or Money Order to Prince George's County.

If there are three (3) officers or members, all three (3) must be applicants for the license. One of the officers/members must hold a 25% interest and have lived in Prince George's County two years prior to the application being filed.

The appropriate affidavits must accompany the Substitution of Corporate Officers Application. Criminal Background Investigation checks must be submitted to the Central Repository and the results received by the Board of License Commissioners.

Applicants for alcoholic beverage licenses must be present at the scheduled Public Hearing.

Applicants must provide Proof of Legal Status at the time the application is filed. Our office will verify the information and the documents will be immediately returned.

**PROOF OF LEGAL STATUS**

Pursuant to Section 10-103 of Article 2B of the Annotated Code of Maryland applicants for an alcoholic beverage license shall provide proof of the applicant's legal status at the time of filing the application. In order to meet the requirement the Board will accept:

1. United States Passport or United States Passport Card **or**
2. Naturalization Certificate **or**
3. Permanent Resident Card (Green Card)

**Or One Document from Column A and One from Column B**

**Column A**

- Driver's License
- ID Card issued by federal, state or local government
- US Military Card
- Military dependent's ID Card

**Column B**

- Social Security Card
- Certificate of Birth Abroad
- Certificate of Birth issued by the Department of State
- Original or certified copy of birth certificate
- US Citizen ID Card
- Identification Card for Use of Resident

After the Public Hearing the following documents must be filed with our office, in order to officially effectuate the change.

1. Copy of the Minutes
2. Stock Certificates or Operating Agreement with Membership Interests
3. License from the wall.

**BOARD OF LICENSE COMMISSIONERS  
5012 Rhode Island Avenue  
Room 204  
Hyattsville, Maryland 20781  
301-699-2770**

**[www.princegeorgescountymd.gov/BOL/](http://www.princegeorgescountymd.gov/BOL/)**

PRINCE GEORGE'S COUNTY  
 BOARD OF LICENSE COMMISSIONERS  
 APPLICATION FOR SUBSTITUTION OF CORPORATE OFFICER  
 OR LIMITED LIABILITY MEMBER

Name and address of the **former** Officer/Member: \_\_\_\_\_

Name and address of the **new** Officer/Member: \_\_\_\_\_

\_\_\_\_\_

Type of License Class \_\_\_\_\_, \_\_\_\_\_

**APPLICANTS** - Complete the following information including the new Corporate Officer/Member:

1.	Name	Title	Interest %
	Status	Address	Verification Of Legal
		Telephone Number	<input style="width: 100%;" type="text"/>

2.	Name	Title	Interest %
	Status	Address	Verification Of Legal
		Telephone Number	<input style="width: 100%;" type="text"/>

3.	Name	Title	Interest %
	Status	Address	Verification Of Legal
		Telephone Number	<input style="width: 100%;" type="text"/>

4.	Name	Title	Interest %
	Status	Address	Verification Of Legal
		Telephone Number	<input style="width: 100%;" type="text"/>

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 \*\*NOTE: If there are additional members or stockholders please list them on page three.  
 =====

Trade Name \_\_\_\_\_ Corporate Name/Limited Liability Name \_\_\_\_\_

Address \_\_\_\_\_ Town or City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number of the Establishment \_\_\_\_\_  
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Attorney \_\_\_\_\_

Hearing Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Date Filed \_\_\_\_\_

Address \_\_\_\_\_

Board Action \_\_\_\_\_

STATEMENT OF FORMER OFFICER/MEMBER

I, the undersigned acknowledge my resignation as \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Corp/LLC)

t/a \_\_\_\_\_ on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Former Officer/Member

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STATE OF MARYLAND, \_\_\_\_\_ SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared \_\_\_\_\_ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

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STOCK OWNERSHIP AFFIDAVIT

We, the undersigned officers/members of the Corporation or Limited Liability Company, and applicants for the license make oath in due form of law that \_\_\_\_\_, Resident Agent of the Corporation/Limited Liability Company is qualified to act as Resident Agent for the purpose of obtaining this license, that they are the holder of a 25% interest in the business conducted under the license and that there exists no collateral agreements, promises, restriction or commitments, regarding change of ownership of said ownership, assignment, transfer, or pledge or future assignment, transfer, pledge or change of ownership of the stock.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature

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We, the undersigned affirm that not more than 50% interest has been transferred since the last new or transfer application.

\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Signature Title

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STATE OF MARYLAND, \_\_\_\_\_ SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared \_\_\_\_\_ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: \_\_\_\_\_  
\_\_\_\_\_

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STATE OF MARYLAND, \_\_\_\_\_ SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared \_\_\_\_\_ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: \_\_\_\_\_

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

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If page 1, does not list everyone with an interest, summarize the information below. When computing the percentages of the total stock issued, please verify your entries to assure that 100% of the stock is accounted for.

CORPORATE OFFICER, MEMBER, OR STOCKHOLDER	Name of Officer or Member Stockholder	%	#
President	_____		
Vice President	_____		
Secretary	_____		
Treasurer	_____		
Other	_____		
Other	_____		
Other	_____		
		100	TOTAL STOCK ISSUED

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