

## GENERAL INFORMATION

**APPLICATIONS MUST BE FULLY COMPLETED, ACCOMPANIED BY THE APPROPRIATE AFFIDAVITS AND FEES AT THE TIME OF FILING. APPLICATIONS ARE SCHEDULED ACCORDING TO THE BOARD'S SCHEDULE. HEARING/FILING DATES CAN BE OBTAINED BY VISITING OUR WEBSITE <http://bolc.mypgc.us> OR BY CONTACTING THE OFFICE.**

### **CURRENT FILING FEE:**

All fees are paid by Certified Check, Cashier's Check or Money Order – No cash or personal checks are accepted.

|                      |          |
|----------------------|----------|
| New Application      | \$700.00 |
| Transfer Application | \$500.00 |

### **PROOF OF LEGAL STATUS**

Pursuant to Section 26-1407 of the Alcoholic Beverage Article 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 adhere to this 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

### **RESIDENCY REQUIREMENTS:**

Should the applicant for an alcoholic beverage license not reside in the State of Maryland, the applicant must designate an agent, who resides within the state of Maryland, to accept service of process and all other communication from the Board. Each applicant must provide the agent's personal information; to include name, address, telephone number and e-mail address, to enable the agent to accept service and official matters of the Board for the applicant.

In the case of a *Corporation* where there are less than three officers or directors of the corporation, all officers or directors shall make the application for the license holding a total of three offices among them. In the event there are no officers/members or directors of the corporation, at least one stockholder may make the application, if there is an affirmative vote of the stockholders holding a majority of the stock.

### **PERSONAL INFORMATION SHEET:**

All applications and stockholders are required to submit a Personal Information Sheet. The sheets may be submitted to the Board of License Commissioners' individually, but the sheets must be fully completed and submitted prior to the application being scheduled for a hearing.

**CRIMINAL BACKGROUND INVESTIGATION CHECKS:**

The Board of License Commissioner's Office must receive the results of the completed Criminal Background Investigation checks prior to the scheduled hearing date. The forms may be obtained from the Board of License Commissioners website and are to be filed directly with the Central Repository with the appropriate fee.

**INTERIOR DESIGN LAYOUT:**

Applications must be accompanied, at the time of filing, by an Interior Design Layout of the establishment. The interior design layout is to be a file size copy, 8.5 x 11. Specific details must be provided as to the square footage for on and off sale areas.

**PROHIBITIONS:**

No license shall be granted to sell alcoholic beverages within 1,000 feet of a school building or 500 feet of a church.

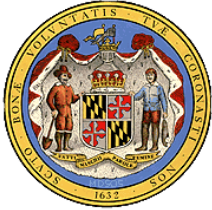
The Board of License Commissioners has a limited number of licenses to issue; therefore, an application for an alcoholic beverage license may not be considered prima facie evidence that the applicant(s) is/are entitled to a license. (Section 26-1601) The Commissioners may not grant any additional licenses of any class that were not determined and posted as available for hearing.

**BOARD OF LICENSE COMMISSIONERS  
(Liquor Control Board)  
9200 Basil Court  
Suite 420  
Largo, Maryland 20774  
301-583-9980  
<http://bolc.mypgc.us>**

**GENERAL LIST OF REQUIREMENTS FOR ISSUANCE  
(The individualized list of applicable requirements will be  
provided after the application has been approved)**

- Use and Occupancy Permit
- Bulk Sales Permit or letter that no bulk is being transferred
- Workman's Compensation Certificate
- Executed Copy of Lease or Deed
- Articles of Incorporation or Articles of Organization
- Certificate of Good Standing
- Minutes of the Corporation or Operating Agreement
- Copies of Stock Certificate or Operating Agreement setting forth the members and membership interest
- Title 6 – Commercial Code Affidavit 6-102 (must be dated within ten days of the issuance of the transfer)
- Alcohol Awareness Certificate
- Sales and Use Tax License
- Final Inspection for New or Transfer of Location – provide five-day notice in writing prior to issuance for Inspection Staff to perform the inspection
- Hotels, Catering Establishments and BLX Licenses, applicants are required to provide CPA Affidavits, Invoices and Cancelled Checks for their respective Capital Investment as required by Sections 26-904, 26-1616 of the Alcoholic Beverage Article of the Annotated Code of Maryland.

**Updated: July 2019**



**STATE OF MARYLAND  
RETAIL ALCOHOLIC BEVERAGE  
LICENSE APPLICATION  
BOARD OF LICENSE COMMISSIONERS  
9200 BASIL COURT, SUITE 420  
LARGO, MARYLAND 20774  
301-583-9980  
<http://bolc.mypgc.us>**



**THIS APPLICATION IS FOR:**

|                      |               |  |
|----------------------|---------------|--|
| New License          | Fee: \$700.00 |  |
| Transfer of License  | Fee: \$500.00 |  |
| Transfer of Location | Fee: \$500.00 |  |

PAYMENT: Payment must accompany application in the form of a Cashier's Check, Certified Check or Money Order payable to Prince George's County. **CASH WILL NOT BE ACCEPTED.**

**TYPE AND CLASS OF LICENSE**

|                         |      |               |                     |   |
|-------------------------|------|---------------|---------------------|---|
| <b>CLASS OF LICENSE</b> | A    | B             | C                   | D |
| <b>TYPE OF LICENSE</b>  | BEER | BEER AND WINE | BEER, WINE & LIQUOR |   |
|                         | BH   | BLX           | OTHER:              |   |

Application is hereby made by the undersigned under the provisions of Section 26-1401 of the Alcoholic Beverage Article of the Annotated Code of Maryland, for an alcoholic beverage license. The applicant(s) submit and certifies to the following as required.

**INFORMATION REGARDING THE APPLICANT(S)**

| Name of Applicant | Title of Applicant | Home Address of Licensee | Telephone Number | Status Verification |
|-------------------|--------------------|--------------------------|------------------|---------------------|
|                   |                    |                          |                  |                     |
|                   |                    |                          |                  |                     |
|                   |                    |                          |                  |                     |
|                   |                    |                          |                  |                     |

**BUSINESS NAME AND ADDRESS**

|                           |  |                        |  |
|---------------------------|--|------------------------|--|
| <b>Trade Name</b>         |  |                        |  |
| <b>Corporation/LLC</b>    |  |                        |  |
| <b>Address, City, Zip</b> |  |                        |  |
| <b>Telephone Number</b>   |  | <b>Department ID #</b> |  |

**OFFICIAL USE ONLY**

|                     |           |                     |  |
|---------------------|-----------|---------------------|--|
| <b>Attorney</b>     |           | <b>Date Filed</b>   |  |
| <b>Address</b>      |           | <b>Hearing Date</b> |  |
| <b>Phone Number</b> |           | <b>Board Action</b> |  |
| Accepted:           | Reviewed: | Issued:             |  |

## DESCRIPTION OF THE PREMISES

|   |  |  |  |
|---|--|--|--|
| Describe the premises to be covered under the license. If only part of the building is desired as the premises, a definitive description must be given: |  |  |  |
| Is the building located within one thousand feet (1,000) of a school?   |  | If yes, Explain                                |  |
| Is the building located within five hundred feet (500) of a Place of Worship?   |  | If yes, Explain                                |  |
| Is the premises zoned for sale of alcoholic beverages?  |  | If no, Explain                                 |  |
| Is the building complete?   |  | If "no" when will be the building be complete? |  |

## MODE OF OPERATION

|   |  |  |   |
|---|--|--|---|
| Describe the Mode of Operation  |  |  |   |
| Is the business to be conducted under this license tied in any manner to a franchise agreement, chain store operation or supermarket? |  |  |   |
| Seating Capacity  |  | Is there a bar?  | Does the licensed premises have a drive -in window? |
| Will entertainment be presented to the public?  |  | If yes, you must be approved for a Special Entertainment Permit or a Family Entertainment Permit, prior to providing or allowing entertainment on the licensed premises. |   |
| Square footage on sale  |  | Square footage off sale  |   |

## HOURS OF OPERATION

|                  | Opening Time | Closing Time |
|------------------|--------------|--------------|
| <b>Monday</b>    |              |              |
| <b>Tuesday</b>   |              |              |
| <b>Wednesday</b> |              |              |
| <b>Thursday</b>  |              |              |
| <b>Friday</b>    |              |              |
| <b>Saturday</b>  |              |              |
| <b>Sunday</b>    |              |              |

## VERIFY THE FOLLOWING DOCUMENTS ARE INCLUDED WITH APPLICATION OR THAT THE BUSINESS IS EXEMPT

|  |   |  |   |
|--|---|--|---|
|  | Application to this point is fully completed, signed and notarized by applicants                                |  | Stock Ownership Affidavit fully completed, signed and notarized by applicants (if applicable) |
|  | Transfer of Location/Assignment of License Statement signed and notarized by previous licensees (if applicable) |  | Landlord Statement fully completed, signed and notarized by Property Owner                    |
|  | Personal Information Sheet for each financially interested person   |  | Affidavit to be completed by each applicant/stockholder                                       |
|  | Designated Agent Form for each applicant/stockholder that is not a Maryland resident (if applicable)            |  | Layout of the business  |
|  | Application Fee in the form of a cashier's check or money order   |  |   |

PROVIDE COPY(ies) OF ANY AND ALL AGREEMENTS/CONTRACTS relative to the operation of the business to be conducted under the alcoholic beverage license (inclusive of managerial agreements, sale contract and any agreement, which place the alcoholic beverage license as security, collateral, etc.

**APPLICANT(S) OFFICIAL DECLARATION**

I/We the applicant(s) and/or stockholder do hereby make oath that the statements made on this application are true and accurate. And further that I/we understand that fraudulent statements made on this application shall be considered perjury.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**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

**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

**STOCK OWNERSHIP AFFIDAVIT – For Corporations and Limited Liability Companies**

We the applicants, do hereby make oath that those members listed below is/are an officer/member of the Corporation/LLC, that they are the owner of a percentage of interest in the business, that the stock/interest has been issued, is recorded in the books and records of the Corporation/LLC and represents a proportionate share of the total equity and assets and net worth of the corporation and that there exists no collateral agreements, promises, restrictions, or commitments, regarding the change of ownership of the stock or future endorsements, assignment, transfer, pledge or change of ownership of aforesaid stock.

**LIST ALL OTHER CORPORATE OFFICERS/MEMBERS WHO ARE NOT APPLICANTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_  
Signature of Applicant
2. \_\_\_\_\_  
Signature of Applicant
3. \_\_\_\_\_  
Signature of Applicant
4. \_\_\_\_\_  
Signature of Applicant

**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

**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

**TRANSFER OF LOCATION AND/OR ASSIGNMENT OF LICENSE**

|   |  |
|---|--|
| Transfer of location and/or transfer of assignment from:          |  |
| Has the Bulks Sales Permit been applied for from the Comptroller? |  |

I, We \_\_\_\_\_ of t/a \_\_\_\_\_ do hereby make oath in due form of law that (I)(We) have fully complied with all provisions of law and all regulations during the time that the Class \_\_\_\_\_ license has been in effect, and that no indictments or complaints are pending against (me)(us) or any of (my)(our) employees in any court in the United States Federal or any State, or before the Board of License Commissioners, and that (I)(We) do hereby consent to the transfer of said license to \_\_\_\_\_

Names of Transferee(s)

|               |               |
|---------------|---------------|
| Transferor(s) | Transferor(s) |
| Transferor(s) | Transferor(s) |

**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

**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

**STATEMENT OF THE OWNER OF THE REAL PROPERTY**

**STATEMENT OF OWNER OF THE REAL PROPERTY:** As required by Section 4-109 of the Alcoholic Beverage Article of the Annotated Code of Maryland

I (WE), HERBY CERTIFY, That I am (we are) the owner(s) of the real property known as t/a \_\_\_\_\_ located at \_\_\_\_\_. I hereby agree to the issuance of an alcoholic beverage license and further authorize the State Comptroller, its duly authorized deputies, inspectors and clerks, the Board of License Commissioners, it's duly authorized agents and employees and any peace officers of Prince George's County to inspect and search, without warrant, the premises upon which the business is conducted, and any and all parts of the building in which said business it to be conducted at any and all hours.

Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Signature print/name

Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Signature print/name

Address \_\_\_\_\_

THIS CERTIFIES, That on the \_\_\_\_\_, \_\_\_\_\_, before the subscriber a Notary Public of the State of Maryland, personally appeared \_\_\_\_\_ and made oath in due form of law that the information herein is true.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_ Notary Public

# PRINCE GEORGE'S COUNTY BOARD OF LICENSE COMMISSIONERS



## Personal Information Sheet



**Pursuant to 26 – 1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, The Board is required to verify that all undisputed taxes are paid prior to receiving an Alcoholic Beverage License.**

To comply with that mandate, applicants are required to complete and submit this form to enable the appropriate verifications. Each application can independently submit this form in the method they choose; however, the application will not be considered complete or scheduled for a hearing date until all forms have been received. These forms will be stored separately from the master file and will not be available for public view.

**t/a:**

\_\_\_\_\_

**Corporation:**

\_\_\_\_\_

**License Number:**

(If Applicable)

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

**City, State, Zip Code:**

\_\_\_\_\_

**County of Residence:**

\_\_\_\_\_

**Do you:**

\_\_\_\_\_ Own your Home    \_\_\_\_\_ Rent your Home    \_\_\_\_\_ Other

**SSN (XXX-XX-XXXX):**

\_\_\_\_\_

**AFFIDAVIT – TO BE COMPLETED BY ALL APPLICANTS/LICENSEES/STOCKHOLDERS**

|   |   |                     |   |  |  |                |  |
|---|---|---------------------|---|--|--|----------------|--|
| Name  |   |                     |   | Sex  |  | Date of Birth  |  |
| Address   |   |                     |   | Length of residence at current address?  |  | Place of Birth |  |
| Email Address   |   |                     |   | Telephone #  |  | Cell Phone #   |  |
| Citizen of the United States?   |   | Permanent Resident? |   | If a naturalized citizen, date/place of naturalization?  |  |                |  |
| How many shares of stock have been issued to you?   | # | %                   | What was the consideration given for each share of stock? |  |  | \$             |  |
| Do you have a financial interest in the business to be conducted under the license?   |   |                     |   | Do you understand that a person other than the applicant cannot have a financial interest in the license or the business?      |  |                |  |
| Have you ever been convicted of a felony?   |   |                     |   | Explain  |  |                |  |
| Have you been found in violation of the laws or rules governing the sale, use or control of alcoholic beverages?              |   |                     |   | Explain  |  |                |  |
| Have you ever been found guilty of violating a State/Federal law?   |   |                     |   | Explain  |  |                |  |
| Have you been adjudged guilty of violating the laws for the prevention of gambling?   |   |                     |   | Explain  |  |                |  |
| Have you ever held a license for the sale of alcoholic beverages and, if so, in what State and at what location?              |   |                     |   | Explain  |  |                |  |
| If so, was the business ever found in violation of the laws and rules concerning alcoholic beverages?                         |   |                     |   | Explain  |  |                |  |
| Have you ever have had a license for the sale of alcoholic beverages denied or revoked?                                       |   |                     |   | Explain  |  |                |  |
| Have you ever been employed at an establishment that sold alcoholic beverage? If so, what position(s)?                        |   |                     |   | Explain  |  |                |  |
| If so, was the business ever found in violation of the laws or rules concerning alcoholic beverages?                          |   |                     |   | Explain  |  |                |  |
| Are you financially interested in another business that has an alcoholic beverage license? If so, where?                      |   |                     |   | Explain  |  |                |  |
| If the license is issued, will you conform to all laws and regulations relating to the business conducted under this license? |   |                     |   | If not a Maryland resident, do you understand you must designate an agent to accept service and official matters of the Board? |  |                |  |
| How much time will you spend on the premises?   |   |                     |   | Have you read the Rules and Regulations?   |  |                |  |

The undersigned applicant hereby certifies that no manufacturer, brewer, distiller or wholesaler, directly or indirectly, has any financial interest in the premises or business and that I will not hereafter convey or grant any interest, and that I have no indebtedness or other financial obligation, directly or indirectly, to any manufacturer, brewer, distiller or wholesaler other than for the purchase of alcoholic beverages. **Section 6-629 of the Alcoholic Beverage Article of the Annotated Code of Maryland: If any signed statement, report, affidavit, or oath, required under any of the provisions of this Article, shall contain any false statements, the offender shall be deemed guilty of perjury and upon conviction thereof shall be subject to the penalties by law for that Crime.**

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

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

**DESIGNATED AGENT STATEMENT – IF APPLICABLE**

I, \_\_\_\_\_ residing at \_\_\_\_\_ do hereby consent to accept service and official matters of the Board on behalf of the person listed above. I may also be reached by phone at \_\_\_\_\_ or by e-mail at \_\_\_\_\_.

Designated Agent

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