

**PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS
OFFICIAL NOTICE OF
CLASS A LICENSE RENEWAL**

1. **RENEWALS ARE DUE MARCH 1ST** - Class A licenses expire **April 30th**. **Applications will not be accepted after March 1st**.
2. **APPLICATION** - The Renewal Application **MUST BE TYPED**. Application is a fillable form. Please use application updated January 2022. Handwritten applications will not be accepted.
3. **FULLY COMPLETED APPLICATIONS** - Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.
4. **BACKGROUND CHECK** - Pursuant to Section 26-1806 of the Alcoholic Beverage Article of the Annotated Code of Maryland, every licensee and stockholder must receive criminal history check in order to renew any Alcoholic Beverage License. Please contact the office to verify If your background check is on file.
5. **CORPORATIONS/LLC** - The Renewal Application **MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING**, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance fee of \$20.00 must accompany your request for the Certificate. The walk-in fee is \$40.00. For additional information please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the Internet for a \$40.00 fee. The web site is <https://egov.maryland.gov/BusinessExpress/EntitySearch> - follow the directions to obtain a "certificate of status".
6. **PAYMENT OF RENEWAL FEES** – Applications must be accompanied by a money order, certified check, or cashier's check, made payable to Prince George's County. **CASH, PERSONAL OR BUSINESS CHECKS WILL NOT BE ACCEPTED.** Credit Card Payments will be accepted in person only.

Class A, Beer, Off Sale	\$500.00
Class A, Beer and Wine, Off Sale	\$500.00
Class A, Beer, Wine and Liquor, Off Sale	\$910.00

7. **EXTENSION** – Licensees that are unable to complete the Renewal Application by the filing deadline must submit a letter of explanation accompanied by a certified check, cashier check or money order in the amount of \$1000 prior to the deadline.
8. **TAXES** - Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, **ALL TAXES DUE** to the State of Maryland, Prince George's County and any municipality must be **PAID** or a payment plan must be in place in order to renew any Alcoholic Beverage License.
9. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit. If the licensee and/or stockholder is not a resident of the State of Maryland, please ensure the Designated Agent section is completed.
10. **COMPLIANCE WITH ALCOHOL AWARENESS** - Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.
11. **WORKERS COMPENSATION** – Attach a current copy of the establishment Certificate of Liability Insurance.
12. **TRADERS LICENSE** – Attach a current copy of the State of Maryland Traders License.