

## GENERAL INFORMATION

**APPLICATIONS MUST BE FULLY COMPLETED ACCOMPANIED BY THE APPROPRIATE AFFIDAVITS AND FEES AT THE TIME OF FILING. APPLICATIONS MUST BE FILED ON OR BEFORE THE FILING DATE. HEARING/FILING DATES CAN BE OBTAINED BY VISITING OUR WEBSITE <http://bolc.mypgc.us> OR BY CONTACTING OUR 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 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

### **RESIDENCY REQUIREMENTS:**

(a) **Sole Owners** – All sole owners or sole proprietors must have resided in the State of Maryland for one year prior to filing an application for a license. The residency status must be maintained while the individual(s) remains on the license.

(b) **Corporations/Limited Liability Company** – One of the officers of a Corporation/LLC applying for the use of a license must qualify as above. In addition to the residency requirement, the State of Maryland officer/member who is to act as the Resident Agent for the license must also hold 25% of the outstanding stock of the Corporation/LLC. However, if the corporation/LLC is one whose sale of stock is authorized by the Securities and Exchange Commission, the residency requirement does not apply.

In the case of a *Corporation* where there are less than three officers or directors of the corporation, all officers or directors, as the case may be, shall make the application for the license. 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.

**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 9-217) The Commissioners may not grant any additional licenses of any class that were not determined and posted as available for hearing (Section 10-202).

**BOARD OF LICENSE COMMISSIONERS**

**(Liquor Control Board)**

**9200 Basil Court**

**Suite 420**

**Largo, Maryland 20774**

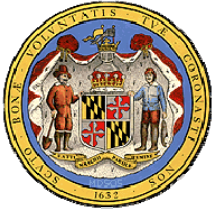
**301-583-9980**

<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 6-201 of Article 2B of the Annotated Code of Maryland.

**Updated: December 2015**



**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**

CLASS OF LICENSE		A	B	C	D
TYPE OF LICENSE	BEER	BEER AND WINE		BEER, WINE & LIQUOR	
	BH	BLX		OTHER:	

Application is hereby made by the undersigned under the provisions Sections 1-102, 8-217, 9-101, 9-217, 10-103, 10-202 and 10-503 of Article 2B of the Annotated Code of Maryland, for an alcoholic beverage license. The applicant(s) submit and certifies to the following as required by Article 2B:

**INFORMATION REGARDING THE APPLICANT(S)**

Name of Licensee	Title of Licensee	Address of Licensee (City, State, Zip)	Telephone Number	Status Verification

**BUSINESS NAME AND ADDRESS**

Trade Name			
Corporation/LLC			
Address, City, Zip			
Telephone Number		State Department ID #	

**OFFICIAL INFORMATION**

Attorney		Date Filed	
Address		Hearing Date	
Phone Number		Board Action	

## 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:			
Size, Type and Construction of Building		Size and Description of Lot	
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 yes, 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?	
Will entertainment be presented to the public?		If yes, you must file the Request for Special Entertainment Permit or an Exemption to the Special Entertainment Permit.	
Does the licensed premises have a drive in window?			
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>		

**NOTE: A Special Sunday Sales License is required for the sale of alcoholic beverages over 15.5% on Sunday (On Sale Only) for Class B Licenses.**

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 officers of the Corporation or Members of a LLC, do hereby make oath that \_\_\_\_\_ (Name of Corporation/LLC) is an officer/member of the Corporation/LLC qualified to act as Resident Agent for the purpose of obtaining this license, that they are the owner of 25% of the 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 \_\_\_\_\_

## STATEMENT OF THE OWNER OF THE REAL PROPERTY

**STATEMENT OF OWNER OF THE REAL PROPERTY:** As required by Section 10-302 of Article 2B 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 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 officer 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