



Aisha N. Braveboy  
County Executive

## PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF LICENSE COMMISSIONERS



Terence Sheppard  
Director

January 13, 2026

Dear Licensees:

In February, the Board of License Commissioners (BOLC) will begin the 2026 annual liquor license renewal process for all licensees. To ensure a smooth and timely renewal season, licensees are reminded of the following important requirements:

1. **Updated Contact Information** - Pursuant to Rule and Regulation 31, licensees are required to update their email address and contact phone number within fifteen (15) days of any change. Accurate contact information ensures that renewal notices and other critical communications are received in a timely manner.
2. **Tax Holds** - The majority of renewal delays result from outstanding tax holds. Licensees should make every effort to resolve any holds immediately upon notification to avoid delays in the processing of their renewal.
3. **Tax Release Letters** - All required tax release letters must be obtained and submitted directly to the BOLC by the licensee. Due to the high volume of renewals, BOLC staff will not contact outside agencies on behalf of licensees to obtain required release documentation.
4. **Responsiveness and Renewal Deadlines** - The BOLC expends significant time and resources contacting licensees who fail to respond to renewal communications. Licensees are reminded that, pursuant to Annotated Code of Maryland, Alcoholic Beverages Article §26-1802, late renewals will not be accepted. Renewals filed after the applicable deadline will be rejected.
5. **Renewal Extension Requests** - Renewal extension requests will only be accepted if submitted on or before the renewal deadline applicable to the license class. Late extension requests are not permitted for any reason.
  - Class A: Extension requests must be filed on or before March 1
  - Class B: Extension requests must be filed on or before April 1
  - Class C & D: Extension requests must be filed on or before May 1
6. **Mailed Renewals** - Renewals mailed to the BOLC must be postmarked on or before the applicable filing deadline to ensure proper processing and to avoid being returned as untimely. Licensees are strongly encouraged to send renewals via FedEx, UPS, or USPS with tracking and to retain proof of mailing for their records.

**9200 Basil Court, Room 420, Largo, Maryland 20774**  
**Office: 301-583-9980 Fax: 301-583-9978**

Licensees should be aware that renewals are processed most quickly and efficiently when submitted early in the renewal period—typically within the first three weeks of the renewal month. Additionally, visiting the BOLC office before 9:30 a.m., when office traffic is lowest, helps ensure timely processing.

We appreciate your cooperation and look forward to a successful renewal season.

Sincerely,

A handwritten signature in black ink, reading "Terence Sheppard". The signature is fluid and cursive, with a long horizontal stroke at the end.

Terence Sheppard  
Director