



Aisha N. Braveboy  
County Executive

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



Terence Sheppard  
Director

1. **RENEWALS ARE DUE MARCH 1<sup>ST</sup>** - Due to the renewal deadline landing on a weekend, applications will not be accepted after the close of business, Monday, March 2<sup>nd</sup>. Class A licenses expire on April 30<sup>th</sup>.
2. **EXTENSION** – Licensees who are unable to complete the Renewal Application by the filing deadline must request an extension prior to March 2<sup>nd</sup>. Requests must be submitted in writing or made using the BOLC extension request form, and must include a certified check, cashier's check, or money order in the amount of \$1,000. Upon approval, the extension will allow the license to be renewed through April 30<sup>th</sup>.
3. **FULLY COMPLETED APPLICATIONS** - The Renewal Application **MUST BE TYPED**. If a handwritten application is submitted, the BOLC reserves the right to reject the application (e.g., illegible). The Renewal Application is a fillable form. Please use the application, **Revised December 2024**. We will not accept any old renewal applications. Make sure all questions are answered fully, and all signatures are notarized. Incomplete applications will not be accepted.
4. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations, each licensee and/or stockholder must file an Affidavit.
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 website is <https://egov.maryland.gov/BusinessExpress/EntitySearch> - follow the directions to obtain a "certificate of status."
6. **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.
7. **WORKERS' COMPENSATION** – Submit a current copy of the establishment's Certificate of Liability Insurance. A Workers' Compensation Certificate of Insurance is not required if the business is family-owned and employs no individuals outside the family. In such cases, you must either submit a written statement confirming this or provide the BOLC "Exempt from Worker's Compensation" form.
8. **TRADER'S LICENSE** – Submit a current copy of the State of Maryland Traders License. Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.
9. **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.

10. **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.

<b>Class A, Beer, Off Sale</b>	<b>\$500.00</b>
<b>Class A, Beer and Wine, Off Sale</b>	<b>\$500.00</b>
<b>Class A, Beer, Wine and Liquor, Off Sale</b>	<b>\$910.00</b>