



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 1ST** - Due to the renewal deadline landing on a weekend, applications will not be accepted after the close of business, Monday, March 2nd. Class A licenses expire on **April 30th**.
2. **EXTENSION** – Licensees who are unable to complete the Renewal Application by the filing deadline must request an extension prior to March 2nd. 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 30th.
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 ACCCOMPANIED 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.

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