



Aisha N. Braveboy  
County Executive

PRINCE GEORGE'S COUNTY  
BOARD OF LICENSE COMMISSIONERS  
OFFICIAL NOTICE OF  
**CLASS C&D LICENSE RENEWAL**



Terence Sheppard  
Director

1. **RENEWALS ARE DUE MAY 1<sup>ST</sup>** – Applications will not be accepted after the close of business, Friday, May 1<sup>st</sup>. Class C and D licenses expire on **June 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 May 1st. 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 June 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. **FIRE CAPACITY CERTIFICATE** – Submit the establishment's Fire Capacity Certificate. Establishments with an occupant capacity of fewer than fifty (50) are not required to submit this certificate.

11. **ENVIRONMENTAL AND FOOD HEALTH PERMIT** – Submit the Environmental and Food Health Permit for the establishment. Please ensure that the permit is current and not expired.
12. **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 C, Beer, On Sale, Clubs</b>	<b>\$245.00</b>
<b>Class C, Beer and Wine, On Sale, Clubs</b>	<b>\$245.00</b>
<b>Class C, Beer, Wine and Liquor, On Sale, Clubs Veteran</b>	<b>\$910.00</b>
<b>Class C, Beer, Wine and Liquor, On Sale, Clubs Fraternal</b>	<b>\$910.00</b>
<b>Class C, Beer, Wine and Liquor, On Sale, Golf and Country Club</b>	<b>\$1,815.00</b>
<b>Class C, Beer, Wine and Liquor, On Sale, Golf and Club Concessionaire</b>	<b>\$1,815.00</b>
<b>Class C, Beer, Wine and Liquor, On Sale, Clubs Yacht</b>	<b>\$1,575.00</b>
<b>Class D, Beer</b>	<b>\$500.00</b>
<b>Class D, Beer and Wine</b>	<b>\$500.00</b>
<b>Class D(NH), Beer and Wine</b>	<b>\$660.00</b>

**CLASS C LICENSES SUBSTITUTION OF OFFICERS (Only Applies to Veterans and Fraternal Clubs)**

In accordance with Section 26-1708 of the Alcoholic Beverage Article of the Annotated Code of Maryland, the license holder may substitute on the license the name of a different officer who: has died, has retired, or no longer holds an office in the corporation or club.

**BACKGROUND CHECK** - Pursuant to Section 26-1806 of the Alcoholic Beverage Article of the Annotated Code of Maryland, every new licensee and stockholder must receive a criminal history check prior to the renewal of the Alcoholic Beverage License.

**PERSONAL INFORMATION SHEET** - Pursuant to Section 26-1503 of the Alcoholic Beverage Article of the Annotated Code of Maryland, a Personal Information Sheet is required for all licensees and stockholders.

**FORMS OF IDENTIFICATION** – Identification is required when submitting the Personal Information Sheet. Below is the list of acceptable identifications:

One (1) of the following documents:

1. United States Passport or United States Passport Card or
2. Naturalization Certificate or
3. Permanent Resident Card (Green Card)

**Or** one (1) document from Column A and one (1) from Column B

**Column A**

- Driver's License
- ID Card issued by federal, state, or local government
- US Military/Dependent's ID Card

**Column B**

- Social Security Card
- Certificate of Birth
- Birth Certificate