GENERAL INFORMATION
FOR
SUBSTITUTION OF CORPORATE OFFICER
OR LIMITED LIABILITY COMPANY MEMBER APPLICATION

Section 26-1708 of the Alcoholic Beverage Article of the Annotated Code of Maryland provides for a Substitution of a Corporate Officer or Member Application. A Substitution Application shall be filed when the cumulative amount of change in the stock is less than 50% since the last transfer or new application, or when election of new corporate officer/member takes place.

The fee for this application is $250.00. Payable by Certified Check, Cashier's Check or Money Order to Prince George's County.

If there are three (3) officers or members, all three (3) must be applicants for the license. One of the officers/members must hold a 25% interest and have lived in the State of Maryland for one year prior to the application being filed.

The appropriate affidavits must accompany the Substitution of Corporate Officers Application. Criminal Background Investigation checks must be submitted to the Central Repository and the results received by the Board of License Commissioners.

Applicants for alcoholic beverage licenses must be present at the scheduled Public Hearing.

Applicants must provide Proof of Legal Status at the time the application is filed. Our office will verify the information and the documents will be immediately returned.

PROOF OF LEGAL STATUS

Pursuant to Section 6-304 and Section 26-2707 of the Alcoholic Beverage Article 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

After the Public Hearing the following documents must be filed with our office, in order to officially effectuate the change.

1. Copy of the Minutes
2. Stock Certificates or Operating Agreement with Membership Interests

BOARD OF LICENSE COMMISSIONERS
9200 Basil Court
Suite 420
Largo, Maryland 20774
301-583-9980
http://bolc.mypgc.us

Updated June 2022

PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR SUBSTITUTION OF CORPORATE OFFICER OR MEMBER

Name and address of the **former** Officer/Member:_____

_____

Name and address of the **new** Officer/Member:_____

_____

Type of License Class_____, _____

APPLICANTS - Complete the following information including the new Corporate Officer/Member:

1. _____ _____ Interest % _____
   Name Title
   _____ Verification of Legal Status
   Address Telephone Number ☐

2. _____ _____ Interest % _____
   Name Title
   _____ Verification of Legal Status
   Address Telephone Number ☐

3. _____ _____ Interest % _____
   Name Title
   _____ Verification of Legal Status
   Address Telephone Number ☐

4. _____ _____ Interest % _____
   Name Title
   _____ Verification of Legal Status
   Address Telephone Number ☐

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**NOTE: If there are additional members or stockholders, please list them on page three.

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_____

Trade Name Corporate Name/Limited Liability Name

_____

Address Town or City Zip

_____

Telephone Number of the Establishment

OFFICIAL USE ONLY

Attorney_____ Hearing Date_____

Phone Number_____ Date Filed _____

Address_____ Board Action_____

STATEMENT OF FORMER OFFICER/MEMBER

I, the undersigned acknowledge my resignation as _____ of _____
(Title) (Corp/LLC)
t/a _____ on _____
(Date)

_____
Former Officer/Member

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

We, the undersigned officers/members of the Corporation or Limited Liability Company, and applicants for the license make oath in due form of law that _____, Resident Agent of the Corporation/Limited Liability Company is qualified to act as Resident Agent for the purpose of obtaining this license, that they are the holder of a 25% interest in the business conducted under the license and that there exists no collateral agreements, promises, restriction or commitments, regarding change of ownership of said ownership, assignment, transfer, or pledge or future assignment, transfer, pledge or change of ownership of the stock.

_____
Signature

_____
Signature

_____
Signature

_____
Signature

We, the undersigned affirm that not more than 50% interest has been transferred since the last new or transfer application.

_____
Signature Title

_____
Signature Title

_____
Signature Title

_____
Signature Title

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

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

If page 1, does not list everyone with an interest, summarize the information below. When computing the percentages of the total stock issued, please verify your entries to assure that 100% of the stock is accounted for.

CORPORATE OFFICER, MEMBER, OR STOCKHOLDER	Name of Officer or Member Stockholder	%	#
President			
Vice President			
Secretary			
Treasurer			
Other			
Other			
Other			
		100	TOTAL STOCK ISSUED

AFFIDAVIT – TO BE COMPLETED BY ALL LICENSEES/STOCKHOLDERS

Name				Gender	Select	Date of Birth	
Address				Email		Place of Birth	
Are you a resident of the State of Maryland?	Select	Are you a registered voter in the State of Maryland?	Select	Telephone #		Cell Phone #	
Citizenship Status	Select			If naturalized citizen, date/place of naturalization			

Were stock certificates issued? If yes, how many shares?	Select	What percentage of ownership do you have in this business?	%
1. Do you have a financial interest in the business to be conducted under the license?	Select	2. Do you understand that a person other than the licensee or stockholder cannot have a financial interest in the license or the business?	Select
3. Have you ever been convicted of a felony?	Select	If Yes, explain	
4. Have you ever been found in violation of the laws or rules governing the sale, use or control of alcoholic beverages?	Select	If Yes, explain	
5. Have you ever been found guilty of violating a State/Federal law?	Select	If Yes, explain	
6. Have you ever been adjudged guilty of violating the laws for the prevention of gambling?	Select	If Yes, explain	
7. Have you ever held a license for the sale of alcoholic beverages or been employed at an establishment that sold alcoholic beverages? If so, provide the name of the business, location, and position. **(excluding the current license)**	Select	If Yes, explain	
7a. If so, was the business ever found in violation of the laws and rules concerning alcoholic beverages?	Select	If Yes, explain	
8. Have you ever had a license for the sale of alcoholic beverages denied or revoked?	Select	If Yes, explain	
9. Do you have a financial interested in another business that has an alcoholic beverage license?	Select	If Yes, explain and include the name and location of the business.	
10. How many hours per week will you spend on the premises?		11. Have you read the Rules and Regulations?	Select
12. If the license is issued, will you conform to all laws and regulations relating to the business conducted under this license?	Select		

The undersigned applicant hereby certifies that no manufacturer, brewer, distiller, or wholesaler, directly or indirectly, has any financial interest in the premises or business and that I will not hereafter convey or grant any interest, and that I have no indebtedness or other financial obligation, directly or indirectly, to any manufacturer, brewer, distiller, or wholesaler other than for the purchase of alcoholic beverages. **Section 6-630 of the Alcoholic Beverage Article of the Annotated Code of Maryland: If any signed statement, report, affidavit, or oath, required under any of the provisions of this Article, shall contain any false statements, the offender shall be deemed guilty of perjury and upon conviction thereof shall be subject to the penalties by law for that Crime.**

Signature: _____

STATE OF MARYLAND, COUNTY OF: _____

I hereby certify, that on this _____ day of _____, _____, before the subscriber, a Notary Public of the State of Maryland, personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

My Commission Expires: _____ _____

Notary Public

Updated April 2025