

BOARD OF LICENSE COMMISSIONERS FOR ANNE ARUNDEL COUNTY



INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE

(CHANGE OF OFFICER - MAJORITY)

1. Original and four (4) copies of the financial information form for each NEW applicant and investor.
2. Original and four (4) copies of the Application form that has been completed by each applicant and the owner of the property and notarized.
3. Five (5) photocopies of driver's license for each applicant.
4. Check for \$600.00 made payable to Anne Arundel County. This covers the cost of the hearing, advertising, and the sign for posting of the property.
5. Four (4) copies of the following: Articles of Incorporation, by-laws, minutes of the stockholders meeting, stock certificates issued to the applicants, a list of all stockholders, an original Certificate of Good Standing from the State Department of Assessments and Taxation, Franchise Agreement if applicable, any and all exhibits that will be presented at hearing.
6. Original and four (4) copies of the Notarized affidavit stating that there are no outstanding debts against the corporation other than current operating expenses and/or mortgage
7. Original and four (4) copies of the Letter from licensee(s) stating that they would like their name removed from the license
8. Original and Four (4) copies showing proof of residency in the State of Maryland for the resident agent.
9. Original and Four (4) copies of an Affidavit signed by the applicants appointing and authorizing a resident of the county to accept service on behalf of the establishment and licensee(s).
10. In Anne Arundel County, The Board shall apply to the Central Repository for State and National criminal history records check for each alcoholic beverages license applicant. This service can be accomplished at any Live Scan Facility.
12. The present licensee (s), along with all of the above information, and the current license must be brought to the Board of License Commissioners office, 2011-D Commerce Park Drive, Annapolis, Maryland, so that we may make the necessary changes.