

BOARD OF LICENSE COMMISSIONERS FOR ANNE ARUNDEL COUNTY



INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE (CHANGE OF OFFICER - CLUBS)

1. Financial information form for each NEW applicant.
2. Application form that has been completed by each applicant and the owner of the property and notarized.
3. Photocopy of driver's license for NEW applicant.
4. Check for \$20.00 made payable to Anne Arundel County Liquor Board.
5. Copy of the minutes of the meeting showing the change of offices
6. Notarized affidavit stating that there are no outstanding debts against the corporation other than current operating expenses and/or mortgage
7. Letter from licensee stating that they would like their name removed from the license
8. Copy showing proof of residency in the State of Maryland for the resident agent.
9. 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.