

Melvin Hyatt
CHAIRMAN

John G. Warner
COMMISSIONER

James C. Thomas
COMMISSIONER



**BOARD OF LICENSE COMMISSIONERS
FOR ANNE ARUNDEL COUNTY**

94 FRANKLIN STREET
ANNAPOLIS, MD 21401

(410) 222-1148
FAX: (410) 222-1810

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

1. Financial information form for each applicant and investor.
2. Application form **must** be filled out by each applicant and the owner of the property and notarized.
3. Proof of residency and tax payer (paying taxes on real property) in Anne Arundel County for two (2) years preceding the filing of this application, along with a copy of the applicant (s) voter's registration card.
4. Check for \$20.00 made payable to Anne Arundel County. This covers the cost of the transferring of the license.
5. Copies of the minutes of the meeting showing the change of officers.
6. Notarized affidavit stating that there are no outstanding debts against the club other than current operating expenses and/or mortgage.
7. Letters from old licensees stating that they would like their names removed from the license.
8. In addition, the Board requires that all applicants for alcoholic beverage licenses to be fingerprinted. This service can be accomplished at any Anne Arundel County district police station. In conjunction with the normal finger printing, two (2) finger print cards, enclosed for your use, must be completed for the Director of the Central Repository and the Director of the Federal Bureau of Investigation. The mandatory processing fee required is \$37.25. Your check or money order should be made payable to CJIS - Central Repository. The cards and your fee must be returned to this office along with your application.
9. 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, 94 Franklin Street, Annapolis, Maryland, so that we may make the necessary changes.