

Melvin Hyatt
CHAIRMAN

John G. Warner
COMMISSIONER

James C. Thomas
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**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 - MAJORITY STOCKHOLDER)**

1. Financial information form for the new officer.
2. Application form **must** be filled out by new officer as well as remaining licensees 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 your voters registration card, and any and all exhibits that will be presented at hearing (DOES NOT APPLY TO HOTEL-MOTEL-RESTAURANT LICENSE)
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. Copies of the minutes of the meeting showing the change of officers.
6. Notarized affidavit stating that there are no outstanding debts against the corporation other than current operating expenses and/or mortgage.
7. Copy of stock certificate issued to the new officer.
8. Letter from old licensee stating that they would like their name removed from the license.
9. 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.