

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



Record Verification & Update Request

We strive to ensure your license information is accurate and up-to-date. We understand that business details, officer information, and corporate structures can change over time. If you notice any discrepancies between your current records and the information displayed on your dashboard, please use this form to notify us so we can verify your file and update our records.

Please complete and submit this form to LQINFO@AACOUNTY.ORG with the subject line "RECORD VERIFICATION REQUEST"

PART 1

1. BUSINESS TRADE NAME (DBA): _____
2. CORPORATE NAME: _____
3. LICENSE NUMBER: _____
4. SUBMITTED BY (NAME): _____ TITLE: _____
5. PHONE: _____ EMAIL: _____

PART 2

6. AREA OF DISCREPANCY:

Please check the area(s) where you noticed a difference between the dashboard and your records:

- Business Information (Corporate Name, Trade Name, Tax ID)
- License Information (License Class, Type, Status, Expiration)
- Music / Entertainment / Dancing / Outdoor Dining
- Officer Information (Names, Titles, Ownership %, Resident Qualifier)
- Business Address / Contact (Premise Address, Phone)
- Inspections / Restrictions
- Management Agreement
- Other: _____

7. WHAT IS CURRENTLY DISPLAYED ON YOUR DASHBOARD? (Please briefly describe the information that is incorrect):

8. WHAT SHOULD THE CORRECT INFORMATION BE? (Please provide the accurate details):

PART 3

9. SUPPORTING DOCUMENTATION:

To assist us in verifying this change, please attach any relevant documents (e.g., Articles of Organization, Meeting Minutes, Lease Agreement, Change of Officer, or updated Management Agreement).

Are you attaching documents? Yes, attached. No, not applicable.

10. AUTHORIZATION:

I certify that the information provided above is true and correct to the best of my knowledge, and that I am an active licensee authorized to submit this request on behalf of the business and any co-licensees.

→LICENSEE PRINTED NAME: _____

→LICENSEE SIGNATURE: _____ DATE: _____

(For Office Use Only)

Received Date: _____ Reviewed By: _____ Status: Updated Verification Needed