

**GENERAL INFORMATION
FOR
SUBSTITUTION OF CORPORATE OFFICER
OR LIMITED LIABILITY COMPANY MEMBER APPLICATION**

Section 26-1708 of the Alcoholic Beverage Article of the Annotated Code of Maryland provides for a Substitution of a Corporate Officer or Member Application. A Substitution Application shall be filed when the cumulative amount of change in the stock is less than 50% since the last transfer or new application, or when election of new corporate officer/member takes place.

The fee for this application is \$250.00. Payable by Certified Check, Cashier's Check or Money Order to Prince George's County.

If there are three (3) officers or members, all three (3) must be applicants for the license. One of the officers/members must hold a 25% interest and have lived in the State of Maryland for one year prior to the application being filed.

The appropriate affidavits must accompany the Substitution of Corporate Officers Application. Criminal Background Investigation checks must be submitted to the Central Repository and the results received by the Board of License Commissioners.

Applicants for alcoholic beverage licenses must be present at the scheduled Public Hearing.

Applicants must provide Proof of Legal Status at the time the application is filed. Our office will verify the information and the documents will be immediately returned.

PROOF OF LEGAL STATUS

Pursuant to Section 6-304 and Section 26-2707 of the Alcoholic Beverage Article of the Annotated Code of Maryland applicants for an alcoholic beverage license shall provide proof of the applicant's legal status at the time of filing the application. In order to meet the requirement, the Board will accept:

1. United States Passport or United States Passport Card **or**
2. Naturalization Certificate **or**
3. Permanent Resident Card (Green Card)

Or One Document from Column A and One from Column B

Column A

- Driver's License
- ID Card issued by federal, state or local government
- US Military Card
- Military dependent's ID Card

Column B

- Social Security Card
- Certificate of Birth Abroad
- Certificate of Birth issued by the Department of State
- Original or certified copy of birth certificate
- US Citizen ID Card
- Identification Card for Use of Resident

After the Public Hearing the following documents must be filed with our office, in order to officially effectuate the change.

1. Copy of the Minutes
2. Stock Certificates or Operating Agreement with Membership Interests

BOARD OF LICENSE COMMISSIONERS

9200 Basil Court

Suite 420

Largo, Maryland 20774

301-583-9980

<http://bolc.mypgc.us>

Updated June 2022

**PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR SUBSTITUTION OF CORPORATE OFFICER OR MEMBER**

Name and address of the **former** Officer/Member: _____

Name and address of the **new** Officer/Member: _____

Type of License Class _____, _____

APPLICANTS - Complete the following information including the new Corporate Officer/Member:

1.	Name	Title	Interest % _____
	Address	Telephone Number	Verification of Legal Status <input style="width: 50px; height: 20px;" type="checkbox"/>

2.	Name	Title	Interest % _____
	Address	Telephone Number	Verification of Legal Status <input style="width: 50px; height: 20px;" type="checkbox"/>

3.	Name	Title	Interest % _____
	Address	Telephone Number	Verification of Legal Status <input style="width: 50px; height: 20px;" type="checkbox"/>

4.	Name	Title	Interest % _____
	Address	Telephone Number	Verification of Legal Status <input style="width: 50px; height: 20px;" type="checkbox"/>

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 **NOTE: If there are additional members or stockholders, please list them on page three.
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Trade Name _____ Corporate Name/Limited Liability Name _____

Address _____ Town or City _____ Zip _____

Telephone Number of the Establishment _____

OFFICIAL USE ONLY

Attorney _____ Hearing Date _____

Phone Number _____ Date Filed _____

Address _____ Board Action _____

STATEMENT OF FORMER OFFICER/MEMBER

I, the undersigned acknowledge my resignation as _____ of _____
(Title) (Corp/LLC)
t/a _____ on _____
(Date)

Former Officer/Member

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally
appeared _____ and made oath of having personal knowledge of the above
statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____ Notary Public

STOCK OWNERSHIP AFFIDAVIT

We, the undersigned officers/members of the Corporation or Limited Liability Company, and applicants for the license make
oath in due form of law that _____, Resident Agent of the Corporation/Limited
Liability Company is qualified to act as Resident Agent for the purpose of obtaining this license, that they are the holder of a 25%
interest in the business conducted under the license and that there exists no collateral agreements, promises, restriction or
commitments, regarding change of ownership of said ownership, assignment, transfer, or pledge or future assignment, transfer, pledge
or change of ownership of the stock.

Signature

Signature

Signature

Signature

We, the undersigned affirm that not more than 50% interest has been transferred since the last new or transfer application.

Signature Title

Signature Title

Signature Title

Signature Title

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally appeared _____
and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____ Notary Public

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public

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If page 1, does not list everyone with an interest, summarize the information below. When computing the percentages of the total stock issued, please verify your entries to assure that 100% of the stock is accounted for.

CORPORATE OFFICER, MEMBER, OR STOCKHOLDER	Name of Officer or Member Stockholder	%	#
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
		100	TOTAL STOCK ISSUED

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