



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS
OFFICIAL NOTICE OF
CLASS C&D LICENSE RENEWAL



Terence Sheppard
Director

1. **RENEWALS ARE DUE MAY 1ST** – Applications will not be accepted after the close of business, Monday, May 1st. Class C and D licenses expires **June 30th**.
2. **EXTENSION** – Licensees that are unable to complete the Renewal Application by the filing deadline must submit a letter of explanation accompanied by a certified check, cashier's check, or money order in the amount of \$1000 prior to the deadline of May 1st. This extension will allow you until June 30th to renew your license.
3. **FULLY COMPLETED APPLICATIONS** - The Renewal Application **MUST BE TYPED**. If a handwritten application is submitted, the BOLC reserves the right to reject the application (e.g., illegible). The Renewal Application is a fillable form. Please use application updated January 2023. We will not accept any old renewal applications. Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.
4. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit.
5. **CORPORATIONS/LLC** - The Renewal Application **MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING**, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance fee of \$20.00 must accompany your request for the Certificate. The walk-in fee is \$40.00. For additional information please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the Internet for a \$40.00 fee. The website is <https://egov.maryland.gov/BusinessExpress/EntitySearch> - follow the directions to obtain a "certificate of status."
6. **COMPLIANCE WITH ALCOHOL AWARENESS** - Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.
7. **WORKERS COMPENSATION** – Attach a current copy of the establishment Certificate of Liability Insurance.
8. **TRADERS LICENSE** – Attach a current copy of the State of Maryland Traders License. Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.
9. **TAXES** - Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, ALL TAXES DUE to the State of Maryland, Prince George's County and any municipality must be PAID, or a payment plan must be in place in order to renew any Alcoholic Beverage License.

10. **PAYMENT OF RENEWAL FEES** – Applications must be accompanied by a money order, certified check, or cashier’s check, made payable to Prince George’s County. CASH, PERSONAL OR BUSINESS CHECKS WILL NOT BE ACCEPTED.

Class C, Beer, On Sale, Clubs	\$245.00
Class C, Beer and Wine, On Sale, Clubs	\$245.00
Class C, Beer, Wine and Liquor, On Sale, Clubs Veteran	\$910.00
Class C, Beer, Wine and Liquor, On Sale, Clubs Fraternal	\$910.00
Class C, Beer, Wine and Liquor, On Sale, Golf and Country Club	\$1,815.00
Class C, Beer, Wine and Liquor, On Sale, Golf and Club Concessionaire	\$1,815.00
Class C, Beer, Wine and Liquor, On Sale, Clubs Yacht	\$1,575.00
Class D, Beer	\$500.00
Class D, Beer and Wine	\$500.00
Class D(NH), Beer and Wine	\$660.00
Class D, (Distillery) - On Sale	\$500.00

CLASS C LICENSES SUBSTITUTION OF OFFICERS (Only Applies to Veterans and Fraternal Club)

In accordance with Section 26-1708 of the Alcoholic Beverage Article of the Annotated Code of Maryland, the license holder may substitute on the license the name of a different officer who: has died, has retired; or no longer holds an office in the corporation or club.

BACKGROUND CHECK - Pursuant to Section 26-1806 of the Alcoholic Beverage Article of the Annotated Code of Maryland, every new licensee and stockholder must receive a criminal history check prior to the renewal of the Alcoholic Beverage License.

PERSONAL INFORMATION SHEET - Pursuant to Section 26-1503 of the Alcoholic Beverage Article of the Annotated Code of Maryland, a Personal Information Sheet is required for all licensees and stockholders.

FORMS OF IDENTIFICATION – Identification is required when submitting the Personal Information Sheet. Below is the list of acceptable identification:

One (1) the following documents:

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

Or one (1) document from Column A and one (1) from Column B

Column A

- Driver’s License
- ID Card issued by federal, state, or local government
- US Military/Dependent’s ID Card

Column B

- Social Security Card
- Certificate of Birth
- Birth Certificate