



Tara H. Jackson
Acting 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, Wednesday, May 1st. Class C and D licenses expire on **June 30th**.
2. **EXTENSION** – Licensees who 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 the application **Revised December 2024**. 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 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 identifications:

One (1) of 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