

APPLICATION CHECKLIST

The Administrator to the Board of License Commissioners and the Alcoholic Beverage Hearing Board will provide the applicants with:

1. The application
2. Police questionnaires for each individual applicant
3. A copy of the Board of License Commissioners Rules and Regulations
4. Advertisement to be placed in two newspapers of general circulation

The above forms can be found on the Howard County website at www.howardcountymd.gov – County Council/Alcoholic Beverage Regulations

- ALL** 1. Applicants must complete the application.
- ALL** 2. Applications must be accompanied by the floor plan of the area to be licensed.
- ALL** 3. Applications for a liquor license for a building which is not completed, shall be accompanied by plans and specifications for the proposed building, unless the applicant requests that the submittal of plans and specifications be delayed until after tentative approval of the license, if given by the Board.
- ALL** 4. Police questionnaire forms must be completed for each individual applying for the license. Applicants must go to CJIS located at 6776 Reisterstown Road, Reisterstown Road Plaza, Baltimore, MD 21215 to be fingerprinted. You must advise CJIS the ORI number for Howard County which is 0100063865.
- ALL** 5. For applicants who reside outside of Maryland, please submit:
 - (a) a certified copy of their driving record from the Motor Vehicle Administration office of their own state
 - (b) a record check from the state or local police department of their own state. If they have an arrest record, we need to know the date of the arrest, the charge and the disposition.
 - (c) a fingerprint card from the state or local police department of their own state
- ALL** 6. CORPORATIONS - Corporations must submit a list of all officers of the corporation (whether officers are applicants or not) and a list of all stockholders owning 5% or more shares of stock in the corporation, unless the sale of stock is authorized by the Securities Exchange Commission.

- ALL** 7. CORPORATIONS – Must submit an executed copy of their articles of Incorporation.
- ALL** 8. PARTNERSHIPS – All partners must apply for the license.
- ALL** 9. PARTNERSHIPS – Must submit an executed copy of their partnership agreement.
- ALL** 10. LIMITED LIABILITY COMPANIES – Must submit an executed copy of their articles of organization.
11. TRANSFER APPLICATION - Additionally, submit an affidavit of compliance with the Bulk Transfer Act, Commercial Law Article, Title 6.
12. OFFICER CHANGE – Additionally, submit a resignation letter from the former licensee and corporate minutes substituting officers (new for old).
- ALL** 13. \$260.00 filing fee paid at the time of the filing of the application. Please make the check payable to the Director of Finance for Howard County.
- ALL** 15. The legal advertisement, which will be provided by the Administrator, shall be placed in the Howard Sun and the Howard County Times for two successive weeks. Said hearing shall not be less than seven days nor more than thirty days after the last publication. The applicants must submit the certification of advertisement to the Board prior to the hearing date.

APPLICATIONS WILL ONLY BE ACCEPTED WHEN ALL OF THE ABOVE PROCEDURES HAVE BEEN COMPLIED WITH.