

## APPLICATION CHECKLIST

All applicants must complete:

1. The liquor license application
2. Police questionnaires for each individual applicant

The above forms may be found on the Howard County website at [cc.howardcountymd.gov/liquor-license](http://cc.howardcountymd.gov/liquor-license) – License and Permit Applications

- ALL** 1. Applicants must complete the application.
2. Applications must be accompanied by the floor plan of the area to be licensed (New and Extension of Premises).
- ALL** 3. Police questionnaire forms must be completed for each individual applying for the license. Applicants must be fingerprinted by a fingerprinting service authorized by Comar Regulation 12.15.05. You must advise the Howard County Agency Authorization number which is 0100063865 and/or the ORI number which is MD003105Y. A fingerprinting receipt must be included in the application package.
- ALL** 4. 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.
- ALL** 5. 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** 6. CORPORATIONS – Must submit an executed copy of their articles of Incorporation.
- ALL** 7. PARTNERSHIPS – All partners must apply for the license.
- ALL** 8. PARTNERSHIPS – Must submit an executed copy of their partnership agreement.
- ALL** 9. LIMITED LIABILITY COMPANIES – Must submit an executed copy of the articles of the organization.

10. TRANSFER APPLICATION - Additionally, submit an affidavit of compliance with the Bulk Transfer Act, Commercial Law Article, Title 6.
11. OFFICER CHANGE – Additionally, corporate minutes substituting officers (new for old).
- ALL 12. \$270.00 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 13. The notice of hearing, which will be provided by the Board Administrator, shall be posted by the applicant at least 15 days before the hearing date. The applicant shall post the hearing notice at the location described in the application and send a photograph of the hearing notice to the Administrator before the hearing.
- ALL 14. Provide an Alcohol Awareness Certificate for all licensees.
- ALL 15. Provide proof of citizenship and/or immigration status.

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