



LIQUOR CONTROL BOARD FOR HARFORD COUNTY

16 North Main Street, Bel Air, MD 21014

410.638.3028 / 410.638.4970 (Fax)

www.hclcb.org



CHANGE OF OFFICERS TRANSFER CHECKLIST

PLEASE NOTE: In the case of a **Restaurant**, all applicants must hold at least a **10 percent** interest. In the case of an **Off-Sale License**, the Responsible Operator Applicant shall own at least **25 percent** of the business.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

- Application:** Must be **ORIGINAL FORMS**. Photocopies and/or Facsimiles will not be accepted. All questions must be answered by all Applicants, and all Applicants' signatures must be properly notarized.
- Check for \$850.00:** Made payable to Liquor Control Board, for Processing/Advertising. **(There is no refund in connection with this fee.)**
- Check for \$20.00:** Made payable to Liquor Control Board, for the License Change Fee required by AB § 4-305(a). **(There is no refund in connection with this fee.)**
- Personal Financial Information Sheet:** Must be completed by the New Applicant; as well as any and all remaining licensees if changes are being made to their interest.
- Letter of Resignation:** When a licensee is removed, a letter of resignation from the person being removed must be submitted.
- Affidavit of Responsibility:** Must be completed by the Responsible Operator Applicant and/or License Holder. The Responsible Operator shall be primarily responsible for the day-to-day operations of the business, serving as a manger or supervisor, AND be physically present on the licensed premises a substantial amount of time on a daily basis (a minimum of 30 hours a week).
- Corporate Minutes or Amended Operating Agreement:** For Corporation, new Corporate Minutes reflecting the change or changes being made (removal of the licensee as an officer and/or election of the New Applicant as an officer) must be submitted. In the case of a Limited Liability Company, an Amended Operating Agreement reflecting the changes made (including a listing of all members and interest held) is required.
- Consent for Records Check:** Must be completed by the New Applicant and all remaining License Holders.
- Police Questionnaire:** Must be completed by the New Applicant.
- Live Scan Application:** New Applicant must be fingerprinted via Live Scan. Pre-registration applications must be obtained from the Board office after the application has been submitted and reviewed by Board Staff. All fees due for live scan services are paid directly to the live scan operator.

- Stock or Interest Purchase Agreement:** A Stock Purchase Agreement reflecting the purchase of stock by the New Applicant must be submitted. **For a Restaurant**, the New Applicant must have at least a **10 percent** interest. **For an Off-Sale Business** (Class A or A-1), the Responsible Operator Applicant must have at least a **25 percent** interest. **All applicants must hold a pecuniary interest in the business.**
- Proof of Stock or Interest Purchase:** Financial documentation (i.e., copies of cancelled checks, promissory notes, loans, etc.) substantiating the purchase of stock must be provided.
- Cancelled and/or Newly Issued Stock Certificates:** Copies of any and all cancelled or newly issued stock certificates must be provided.
- Stock Ledger:** A copy of the stock ledger must be submitted.
- Copy of Valid Driver's License for Each Applicant:** Each applicant must submit a copy of his/her current Maryland driver's license. Foreign-born new applicants must also provide proof of either U.S. Citizenship or lawful permanent residence in the U.S. (i.e., permanent resident card, naturalization certificate, or U.S. Passport).
- Licensee Test:** All new applicants for an alcoholic beverage license in Harford County are required to pass a licensee test prior to final approval by the Board. Contact the Board office to schedule testing.
- Worker's Compensation Certificate:** If a current Certificate is not already on file, same must be provided.
- Final Approvals:** Inspections must be completed and final approvals received from the **Health Department** and **Fire Marshal's office.**
- Taxing Agencies:** You must be clear of all tax obligations prior to the scheduled hearing.

**IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE ITEMS,
PLEASE CONTACT THE BOARD OFFICE AT 410.638.3028**