



SUPPLEMENTAL APPLICATION CHECKLIST

(Corporations or Limited Liability Companies)

A Supplemental Application can only be used to add or remove license holders who **ARE NOT the Majority Stockholder and MAY NOT** be used to change the name of the Corporation or Limited Liability Company holding the license.

REQUIRED DOCUMENTS

- Supplemental Application:** Must be completed by any and all License Holders remaining on the license as well as the New Applicant. All questions must be answered by all Applicants, and all Applicants' signatures must be properly notarized.
- Personal Financial Information Sheet:** Must be completed by the New Applicant; as well as any and all remaining license holders if changes are being made to their interest.
- Consent for Records Check:** Must be completed by the New Applicant; as well as any 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 Supplemental Application has been submitted and processed by Board Staff. All fees due for live scan services are paid directly to the live scan operator.
- 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 manager or supervisor, **AND** be physically present on the premises a substantial amount of time on a daily basis (a minimum of 30 hours a week).
- Letter of Resignation:** When a License Holder is removed from a license issued on behalf of a Corporation or Limited Liability Company, a letter of resignation from the person being removed must be submitted.
- Corporate Minutes or Amended Operating Agreement:** For Corporations, new Corporate Minutes reflecting the changes made (removal of the License Holder 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 all members and interest held) must be included.
- Stock or Interest Purchase Agreement:** A Stock or Interest Purchase Agreement reflecting the purchase of corporate stock or membership interest in the limited liability company 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 or membership interest 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 updated stock ledger must be submitted.
- Copy of Driver's License:** 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.**
- Required Fees:** The following fees must be submitted along with the Supplemental Application packet:
 - \$250.00** Supplemental Application Processing Fee
 - \$20.00** License Change Fee

**IF YOU HAVE ANY QUESTIONS REGARDING THE AFOREMENTIONED ITEMS,
CONTACT THE BOARD OFFICE AT 410-638-3028**