

MONTGOMERY COUNTY  
ALCOHOL BEVERAGE SERVICES

# Online Renewal Guide



# Requirements

## Locate Account Number



MONTGOMERY COUNTY  
MARYLAND  
Department of Liquor Control

Report Date: 16-NOV-2015  
Page 1 of 1

Ship Date: 16-NOV-15    Total Cases: 30    Total Weight: 900 LB    DLC Internal Trip Reference No:

Customer  
Number



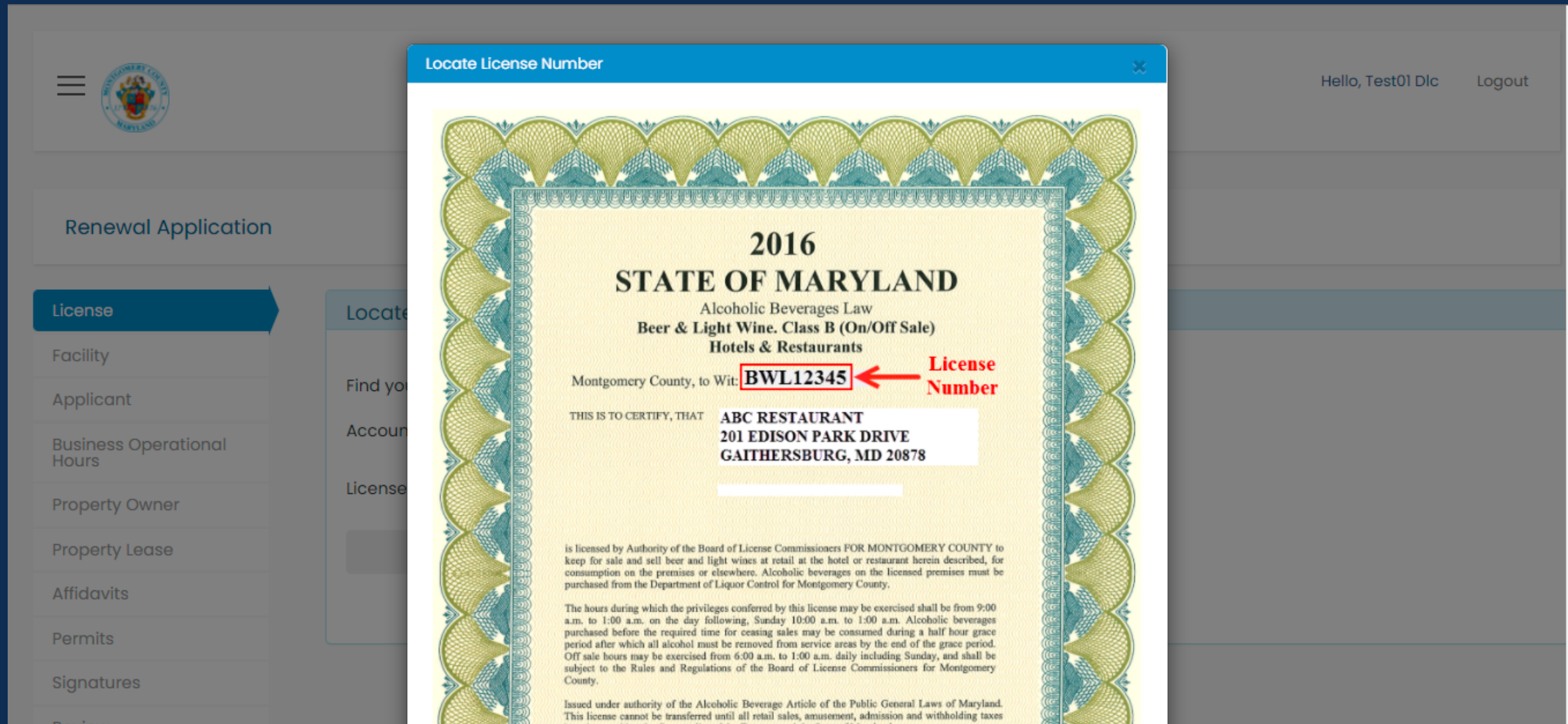
Ship From		Ship To	Customer No
WHS DLC Warehouse 201 Edison Park Drive Gaithersburg, MD 20878			1054321
			Phone No
			FOB
			Pay Terms
			CUSTOMER SITE
			IMMEDIATE

Cases	Item	Description	Delivery No (Payment Ref No)	Order #	Ordered By	Wholesale (Case)	Discount	Keg Charge	Net		Net Price
									Case	Bottle	

Close

**Account Number**  
Found in alcohol invoices





**License Number  
Found in your license**

# Accessing Your Account

## Online Licensing System

The renewal period for 2022 is February 1 through March 31. Learn how to apply online with the [Online License Renewal Guide](#).

If you have an account with iStore, use the same username and password to log on to the Online Licensing System.  
If you do not have an account with iStore, please create a new account to access the Online Licensing System.

[Create New Account](#)[Access Online Licensing System](#)

Have questions or need additional support?

Call 240-777-1999 or send email to [ABSLicensing@MontgomeryCountyMD.gov](mailto:ABSLicensing@MontgomeryCountyMD.gov)

Act responsibly when consuming alcoholic beverages !

201 Edison Park Drive, Gaithersburg, MD 20878

☎ 240-777-1900 ✉ [ABS@montgomerycountymd.gov](mailto:ABS@montgomerycountymd.gov)



javascriptvoid(0);

- 1) To access the Online Licensing System, you'll need to have an online account. If you already have an account click on "Access Online Licensing System".
- 2) If you do not have an account, click on "Create New Account".



**Read this First:** If you received a temporary userId and password from the County (e-g., Ex-Employee, Supplier), please click [here](#).

If you are registering for **personal, individual purpose** and not for business purpose:

Please select one of the options below that best describes your activities with the County.

	Your Role
<input type="radio"/> Individual	Individual
<input type="radio"/> Student	Student
<input type="radio"/> Volunteer	Volunteer
<input type="radio"/> Former County Employee	Former County Employee

Select Individual Role

If you are registering for **business purpose**, please Search and Select Your Business/Company

Business/Company to search	<input type="text"/>	* Min 3 letters of the business name
Search	Clear	Cancel

Let Me Enter Company Details

- 3) Make sure you click on "Individual" as your role.
- 4) Fill out the information required and create your account. You will login and be able to start the renewal process.

# Starting the Renewal



Renewal Application

License

Facility

Applicant

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

Locate License

Find your license using Account Number and License Number

Account Number \*  ?

License Number \*  ?

- 5) Insert Account Number and License Number.
- 6) Click "Find" to proceed. You may save your application and return to it later, but the same user must return to complete the application.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

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Locate License

Facility

Account Number756356

License NumberBBWLHR756356

Facility NameOur Family Restaurant

Facility Address201 EDISON PARK DR, GAITHERSBURG, MD, 20878

Cancel Renewal

Continue

- 7) Verify information. Each license needs its own renewal application.
- 8) Click Continue to proceed.

# Facility

Renewal Application

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Limited Liability Company (LLC)

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Facility Details

Facility Trade Name \*

Our Family Restaurant

Restore Original

If the address of your facility has moved or will move, you must apply for a transfer of location.  
Call 240-777-1999 or visit our Licensing page.

Street

201 EDISON PARK DR

City

GAITHERSBURG

State

Maryland

Zip Code

20878

Facility Phone Number \*

(240) 777-1999

Has your business entity changed from the date the license has been issued? \*

☐

Yes

☒

No

?

9) Verify Facility Information. If a facility has moved, you must apply for a transfer of location by calling 240-777-1999 or visiting our Licensing page.



Property Lease

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Street

201 EDISON PARK DR

City

GAITHERSBURG

State

Maryland

Zip Code

20878

Facility Phone Number \*

(240) 777-1999

Has your business entity changed from the date the license has been issued? \*

☐

Yes

☒

No

?

Type of Business Entity \*

Limited Liability Company (LLC)

Select One

Corporation

Limited Liability Company (LLC)

Partnership

Individual

Save as Draft

Save and Confirm

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10) Select your facility's entity. If you have changed entities, you must apply for a transfer of ownership by calling 240-777-1999 or visiting our Licensing page.

# Applicant

Renewal Application

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Applicant Details

List all applicants to be included on the alcohol license

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<div>Edit</div> <div>Delete</div>
KATHERINE ANDERSON	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<div>Edit</div> <div>Delete</div>
PIL CHUNG	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<div>Edit</div> <div>Delete</div>

Save as Draft

Save and Continue

11) Verify information for current license holders by clicking Edit. You must click Edit for each applicant even if the information has not changed.

Renewal Application

License

Facility

**Applicant**

Limited Liability Company (LLC)

Business Operational Hours

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Applicant's First Name: GUSTAVO

Applicant's Last Name: MARTINEZ

Is the applicant an Authorized Person? No 

**Applicant's Contact Information**

Email Address/Phone Number is correct ☐ Yes ☐ No

Email Address: abslicensing@montgomerycountymd.go

Home Phone: (240) 777-1999

Mobile Phone: Mobile Phone Number

**Applicant's Primary Residence Address**

Home address is correct ☐ Yes ☐ No

Street: 201 Edison Park Drive

City: Gaithersburg

State: Maryland

ons

Edit X Delete

Edit X Delete

Edit X Delete

12) To confirm information, click Yes on all fields. If edits need to be made, click No and make edits. You may also add new people to the license.



Limited Liability Company (LLC)

Business Operational Hours

Property Owner

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+ Add New Applicant

Applicant Name	Address	Status	Actions
			<div>EditDelete</div>
			<div>EditDelete</div>

Resignation Letter

Attach a Letter of Resignation for this Applicant

Select files...

If you cannot provide a Letter of Resignation, call us at 240-777-1999 before proceeding.

Documents Required

LLC Minutes

Select files...?

✓ Update

⊘ Cancel

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13) You may remove someone from the license by clicking "Delete". You will be required to upload a Letter of Resignation and a copy of the entity's minutes.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

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Applicant Details

List all applicants to be included on the alcohol license

+ Add New Applicant

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<div>EditDelete</div>
KATHERINE ANDERSON	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<div>EditDelete</div>
PIL CHUNG	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Removed	<div>Cancel RemovalView Lett</div>

Save as Draft

Save and Continue

14) If you would like to add a new applicant, click on "Add New Applicant". You will need to upload a copy of a government-issued ID and a copy of the entity's business minutes. New applicants will need to be fingerprinted. More information [here](#).

# Business Entity

License

Facility

Applicant

Corporation

Business Operational Hours

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Corporation Details

Corporation Name

Our Family Restaurant, LLC

Address

Street Name

City

City Name

State

Select

Zip Code

Zip Code

Corporation President Info

Corporation President Name

Corporation President Name

Corporation President Email

Corporation President Email

Corporation Structure

Incorporated under law of

Select

Month and year of incorporation

Month

Select

Year

Select

Authorized Capital

Authorized Capital

Number of shares authorized

Shares Authorized

Number of shares issued

Shares Issued

Corporation Ownership

Is Publicly Traded?

☐ Yes ☒ No

15) Enter the business entity's information. Each entity has its own required information. This is for a Corporation. Ownership must equal 100%.



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Limited Liability Company (LLC)

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Limited Liability Company (LLC) Details

LLC Name

Our Family Restaurant, LLC

Address

201 Edison Park Drive

City

Gaithersburg

State

Maryland

Zip Code

20878

LLC Structure

Incorporated under law of

Maryland

Month and year of incorporation

Month

July

Year

1951

15a) This is the information required for a Limited Liability Company (LLC). Ownership must equal 100%.

Renewal Application

License

Facility

Applicant

Partnership

Business Operational Hours

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Partnership Details

Partnership Name

Our Family Restaurant, LLC

Address

Street Name

City

City Name

State

Select

Zip Code

Zip Code

Partnership Structure

Incorporated under law of

Select

Month and year of incorporation

Month

Select

Year

Select

15b) This is the information needed for a Partnership. Ownership must equal to 100%.

Review

Payment

### LLC Ownership

Has there been any change in the ownership structure of your organization? ☒ Yes ☐ No

Is the change in the ownership structure 51 percent or more since your original application? ☐ Yes ☒ No

☒ I attest that no more than 50 percent of the organization's ownership has changed since the original application.

List all owners for the LLC

Add Owner

Name	Shares Owned (%)	Action
Our Fam Res LLC	100	<div>EditDelete</div>

1

1 - 1 of 1 items

Save as Draft

Save and Continue

16) Regardless of the entity you will need to Add Owner by clicking Add New. Multiple owners can be added.

Has there been any change in the ownership structure of your ☒ Yes ☐ No

Add Owner

Owner Information

Is the owner an Individual (person) or an Entity (corporation, LLC or partnership)?

Entity

Owner Name

Owner Name

Owner Street Address

Street Name

City

City Name

State

Select

Zip Code

Zip Code

Shares Owned (%)

Shares Owned

Attach Ownership Chart for the Entity

Select files...

?

17) Add Owner Information. If ownership is through an Entity, an Ownership Chart must be uploaded.



# Business Operations

Renewal Application

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Limited Liability Company (LLC)

Business Operational Hours

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Business Operational Hours Details

Business Operational Hours

Days and hours business will operate

Day	From	To	Actions
Monday	Closed	Closed	Edit
Tuesday	10:00 AM	9:00 PM	Edit
Wednesday	10:00 AM	9:00 PM	Edit
Thursday	10:00 AM	9:00 PM	Edit
Friday	10:00 AM	10:00 PM	Edit
Saturday	9:00 AM	11:00 PM	Edit
Sunday	10:00 AM	8:00 PM	Edit

18) Add business hours by clicking Edit. If business is closed, choose the closed option. If your business closes after lunch and opens for dinner, indicate when the business opens first and when it closes last. All hours for all days must be submitted.

Signatures

Review

Payment

Saturday	9:00 AM	11:00 PM	Edit
Sunday	10:00 AM	8:00 PM	Edit

### Manager Information

Add General Managers

Name	Is New Manager	Actions
------	----------------	---------

0

No items to display

Save as Draft

Save and Continue

19) Scroll down to Add General Manager.

Review

Payment

Sunday 10:00 AM 8:00 PM Edit

### Add General Manager

General Manager

General Manager Name Manger One

Email Address abslicensing@montgomerycountymd.gov

Mobile Number (240) 777-1999

Is this a new manager? ☒ Yes ☐ No

*New Manager needs to be fingerprinted.*

Attach a government-issued ID

Select files...

View Document

Update Cancel

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20) Fill out the information for the General Manager. If the general manager is new, a government-issued ID must be uploaded and the manager must be fingerprinted.

# Property Owner/Lease Information

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Property Owner Details

Property Owner's Name

Montgomery County Government

Address

201 Edison Park Drive

City

Gaithersburg

State

Maryland

Zip Code

20878

Phone Number

(240) 777-1999

Email Address

abslicensing@montgomerycountymd.gov

Save as Draft

Save and Continue

21) Add the Property Owner information and click save and continue.



### Renewal Application

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Limited Liability Company (LLC)

Business Operational Hours

Property Owner

**Property Lease**

Affidavits

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Permits - Outdoor Cafe

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#### Property Lease Details

Does your current lease run through or beyond April 30, 2023? ☒ Yes ☐ No

Date lease expires      Month 

February ▼

      Day 

2 ▼

      Year 

2024 ▼

[View Statement of Licensee](#)

[Save as Draft](#) [Save and Continue](#)

22) Fill out the property lease information. Click on Statement of Licensee to confirm all the information. If you are the property owner, click "no". You'll be required to provide a signature.

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**Property Lease**

Affidavits

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Property Lease Details

Does your

Date lease

View Stat

Save

No

24 ▼

Statement of License

×

STATEMENT OF LICENSE REGARDING LEASE

I/We hereby certify that I/We have a lease with **MONTGOMERY COUNTY GOVERNMENT** located at **201 EDISON PARK DRIVE, GAITHERSBURG, MARYLAND, 20878** expiring **MAY, 3 2024** for the property named in the foregoing renewal application for Alcoholic Beverage License made by **GUSTAVO MARTINEZ , KATHERINE ANDERSON , PIL CHUNG** to the Board of License Commissioners and that I/We hereby authorize the State Comptroller, his duly authorized deputies, inspectors, and clerks; the Board of License Commissioners for Montgomery County, its duly authorized agents and employees, and any peace officers of said County to inspect and search, without i warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

OK

Example of Statement of Licensee

# Tax Affidavit

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**Affidavits**

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Affidavit Details

Tax Affidavit

Taxes must be up to date prior to the liquor license issuance.  
To release holds within the Liquor Unit of the Comptroller's office, call 410-767-1630.

Maryland State Sales Tax Account Number

☒ I hereby agree to keep current all state and local tax obligations including, but not limited to, state sales and use tax, withholding tax, and admissions tax and local personal property tax

Save as Draft

Save and Continue

23) Check the box to attest that you agree to state and local tax obligations. You may submit a renewal application. However, you will not be issued a license if you have a tax hold.

# Permits

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Permits Details

You already have the permits checked below. If you no longer want a permit, uncheck the box.

If you want to add any of the other permits listed below, check the box and complete the required documentation.

☐

Catering ?

☐

Outdoor Cafe ?

☐

Wine Corkage ?

Save as Draft

Save and Continue

24) Permits will automatically populate with the permits you already have.

25) Only check the boxes if you are making a change to your permits. If you have a question about each permit, click on the blue question mark.

# Signatures



Renewal Application

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Signature Details

Attestation

I/We hereby attest, under penalty of perjury, that all the information contained in the original license application are true and unchanged at this time except for information I/We have since submitted to ABS in writing on renewal applications or otherwise.

Extract from The Alcoholic Beverage Article, Annotated Code of Maryland, Section 6-329

If any signed statement, affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime.

Affidavit

By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Applicant #1

KATHERINE ANDERSON

Send email to capture signature

Copy link to capture signature

View signature

Applicant #2

PIL CHUNG

Send email to capture signature

Copy link to capture signature

View signature

Applicant #3

GUSTAVO MARTINEZ

Send email to capture signature

Copy link to capture signature

View signature

Save as Draft

Save and Continue

- 26) You will need to submit all signatures. Signatures can be collected by sending an email or by copying signature link. All signatures are electronic.
- 27) Emails will be sent to when an application has been signed and completed.

# Application Review

Renewal Application

License  
Facility  
Applicant  
Limited Liability Company (LLC)  
Business Operational Hours  
Property Owner  
Property Lease  
Affidavits  
Permits  
Signatures  
**Review**  
Payment

Review Details

Print Application

**Note:** Click on the linked heading text to expand or collapse accordion panels.

- + License Facility
- + Facility Details
- + Applicants Details
- + Limited Liability Company (LLC)
- + Business Operational Hours
- + Property Owner Details
- + Property Lease
- + Tax Affidavits
- + Permits
- + Attestation

Continue with payment

28) Review you application. You will also be able to print your application for your own records.

29) Once reviewed, click on "Proceed with Payment".

# Payment

Renewal Application

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Limited Liability Company (LLC)

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Payment

Payment Details

Pay with credit card

Payment Information

Amount

\$1.00

Privacy Info

After reviewing and confirming your payment amount, you will be redirected to a secure credit card payment page hosted by Elavon Converge

Montgomery County never sees or stores your credit card information.

Refund Info

Be advised the alcohol license application fee is non-refundable.

Receipt Info

After your payment is approved, you will receive two receipts.

First receipt will be displayed once your payment is approved.

Second receipt will be sent to your email address.

Proceed with payment

30) Renewal total will be displayed here. You must pay for the renewal fee and your license fee.

31) Online renewal system accepts credit card payment only.



## **You're finished!**

- **Once you submit your renewal application, you will be contacted by our licensing office if you are missing any information.**
- **Once renewals are reviewed and approved by the Board of License Commissioners, you will be able to print and display your license.**
- **Remember, all new licenses must be displayed starting May 1, 2022.**

## Questions?



**Email:**

[abslicensing@montgomerycountymd.gov](mailto:abslicensing@montgomerycountymd.gov)

**Phone:**

240-777-1999

