

LIMITED LIABILITY COMPANY
HOW TO SUBSTITUTE OR REMOVE A PERSON ON A LICENSE*

1. **AFFIDAVIT** from a license holder providing:
 - the substitution of the authorized person;
 - an explanation for the substitution;
 - a statement that the new license holder is an Authorized Person entitled to act on behalf of the LLC.
 - a statement that the ownership of the LLC has not changed, or if there are changes in ownership, an explanation of those changes.*
2. **SIGNED/NOTARIZED** letter of resignation from person being removed from the license.**
3. **FOR EACH NEW LICENSEE:**
 - **Fingerprint Cards:** Only electronic fingerprints are accepted. Our office has fingerprinting services for persons who need to be fingerprinted as part of the licensing process.
 - **Copy of Driver's License**
 - **Contact Information,** including address, phone number(s) and email address.
 - **Passport-Size Photo** Please write person's name on a small post-it note and affix to the back of the photo.
6. **FEES:** \$20 fee to make changes on the license plus \$100 fee for each person that is fingerprinted. Fees can be paid by cash, check or credit card.

The license shall be applied for and be issued to up to three of the authorized persons of the limited liability company, as individuals for the use of the limited liability company. At least one of the authorized persons named in the application must have resided in the State of Maryland for at least the last two years, and continue to do so. If there are less than three authorized persons of the limited liability company, all authorized persons shall make the application.

These instructions only apply to a change on a license when there is a change in LLC ownership of 50% or less. **AN OWNERSHIP CHANGE OVER 50% REQUIRES A FULL TRANSFER APPLICATION.*

*** If, after due diligence a letter of resignation cannot be obtained, submit documentation from the LLC signed by an authorized person/license holder accepting the resignation or termination of the outgoing authorized person/license holder. In the event of a license holder's death, submit a certified copy of the death certificate.*

CORPORATION
HOW TO SUBSTITUTE OR REMOVE A PERSON ON A LICENSE*

1. **AFFIDAVIT** from a license holder providing:
 - the substitution of the officer;
 - an explanation for the substitution;
 - a statement that the ownership of the corporation has not changed, or if there are changes in ownership, an explanation of those changes.*
2. **SIGNED/NOTARIZED** letter of resignation from person being removed from the license.**
3. **FOR EACH NEW LICENSEE:**
 - **Fingerprint Cards:** Only electronic fingerprints are accepted. Our office has fingerprinting services for persons who need to be fingerprinted as part of the licensing process.
 - **Copy of Driver's License**
 - **Contact Information,** including address, phone number(s) and email address.
 - **Passport-Size Photo** Please write person's name on a small post-it note and affix to the back of the photo.
4. **FEES:** \$20 fee to make changes on the license plus \$100 fee for each person that is fingerprinted. Fees can be paid by cash, check or credit card.

All licensees on a corporate license must be officers of the corporation. At least one of the officers named in the application must have resided in the State of Maryland for at least the last two years, and continue to do so.

** These instructions only apply to a change on a license when the stock ownership change is 50% or less. **ANY STOCK CHANGE OVER 50% REQUIRES A FULL TRANSFER APPLICATION.***

*** If, after due diligence a letter of resignation cannot be obtained, submit corporate minutes accepting the resignation or termination of the outgoing officer/license holder. In the event of a license holder's death, submit a certified copy of the death certificate.*