Online Renewal Guide
Requirements
Account Number

Found in alcohol invoices
License Number

Found in your license
Accessing Your Account
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".
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
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.
7) Verify information. Each license needs its own renewal application.
8) Click Continue to proceed.
Facility
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.
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
11) Verify information for current license holders by clicking Edit. You must click Edit for each applicant even if the information has not changed.
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.
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.
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](#).
15) Enter the business entity's information. Each entity has its own required information. This is for a Corporation. Ownership must equal 100%.
15a) This is the information required for a Limited Liability Company (LLC). Ownership must equal 100%.
15b) This is the information needed for a Partnership. Ownership must equal to 100%.
16) Regardless of the entity you will need to Add Owner by clicking Add New. Multiple owners can be added.
17) Add Owner Information. If ownership is through an Entity, an Ownership Chart must be uploaded.
Business Operations
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.
19) Scroll down to Add General Manager.
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
21) Add the Property Owner information and click 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.
Example of Statement of Licensee

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 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.
Tax Affidavit
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
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
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
28) Review your application. You will also be able to print your application for your own records.
29) Once reviewed, click on "Proceed with Payment".
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.
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

Phone:
240-777-1999