

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 ownership of the LLC has not changed, or if there are changes in ownership, an explanation of those changes. *
2. **SIGNED** letter of resignation from the person being removed from the license. **
3. LLC minutes stating that the new license holder is an authorized person entitled to act on behalf of the LLC;
4. **FOR EACH NEW LICENSEE:**
 - Fingerprints: Only electronic fingerprints are accepted. Our office has fingerprinting services for persons who need to be fingerprinted as a part of the licensing process. Visit www.montgomerycountymd.gov/abs/fingerprint/;
 - Copy of driver's license;
 - Completed renewal application OR new application form with questions 3, 5, 6, 16, 17, 18 and 19 completed (skip all other questions) and page 4 signed. Visit www.montgomerycountymd.gov/ABS/resources/files/licensure/abs-license-application.pdf and;
 - If applicant is foreign-born, a copy of the immigration card, certificate of naturalization, or U.S. passport.
5. **FEES:** \$120 fee for each person fingerprinted due at the time of fingerprinting and \$20 reprinting fee due at the time of license pickup. Fees can be paid by exact 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. If there are fewer 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** letter of resignation from the person being removed from the license. **
3. Corporate minutes stating that the new license holder is an officer entitled to act on behalf of the corporation;
3. **FOR EACH NEW LICENSEE:**
 - Fingerprints: Only electronic fingerprints are accepted. Our office has fingerprinting services for persons who need to be fingerprinted as a part of the licensing process. Visit www.montgomerycountymd.gov/abs/fingerprint/;
 - Copy of driver's license;
 - Completed renewal application OR new application form with questions 3, 5, 6, 16, 17, 18 and 19 completed (skip all other questions) and page 4 signed. Visit www.montgomerycountymd.gov/ABS/resources/files/licensure/abs-license-application.pdf and;
 - If applicant is foreign-born, a copy of the immigration card, certificate of naturalization, or U.S. passport.
4. **FEES:** \$120 fee for each person fingerprinted due at the time of fingerprinting and \$20 reprinting fee due at the time of license pickup. Fees can be paid by exact cash, check, or credit card.

All licensees on a corporate license must be officers of the corporation.

**These instructions only apply to a change on a license when the stock ownership change is 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.*