

Department of Liquor Control Licensure, Regulation & Education

2016-2017 MONTGOMERY COUNTY ALCOHOLIC BEVERAGE LICENSE RENEWAL CHECKLIST

- ✓ The renewal application fee is \$100.00. The LRE office accepts:
 - All major credit cards (MasterCard, Visa, Discover & American Express)
 - Checks (Made payable to Montgomery County, Maryland)
 - Cash
- ✓ **UPDATES:** Any modifications/changes made during the year with regards to your alcohol beverage license information (names of licensees, ownership, licensee contact information changes, phone numbers, etc.) requires notation at the time of renewal and may require additional paperwork.
- ✓ **CONTACT INFORMATION:** Include emails to receive timely information on ordering changes and delivery information. Make sure all licensee contact information (addresses, phone numbers and emails) are up to date.
- ✓ **TAXES:** Verify that you are up to date with all taxes, including retail, sales, amusement & withholding taxes. You may contact the **State of Maryland Comptrollers office at 410-767-1630** to inquire. You may still submit your renewal application; however, these taxes must be up to date prior to the liquor license issuance - by Friday, April 29, 2016.
- ✓ **FINES:** All outstanding fines owed to the Board of License Commissioners, or to the DLC for product, must be paid in full prior to the license issuance by April 29, 2016.
- ✓ **MANAGEMENT:** If the person in charge of the day to day operations (#8) has changed since your last renewal, fingerprints, a 2x2 photo and a copy of their drivers license and phone number is needed.
- ✓ **A.L.E.R.T: ALCOHOL LAW EDUCATION REGULATION TRAINING:**
If you or any of your employees have previously been mandated by the Board of License Commissioners to attend the ALERT Class, held by the Department of Liquor Control, the mandate must be met prior to the license issuance by April 11, 2016. Call 240-777-1999 to register for ALERT with the front desk.
- ✓ **SIGNATURES:** Please make sure (d) is signed by the president or vice president if you have a corporation. (This may require a licensee to sign twice).
- ✓ Page #2 – complete question #9, #10, **OR** #11.
- ✓ Page #3 – complete question #12a **OR** #12b.
- ✓ Page #4 – complete question #13a **OR** #13b.
- ✓ If you DO NOT plan to renew your 2016-2017 alcohol beverage license please let the office know as soon as possible.
- ✓ If you have any questions please contact the office M-F 9:00 am – 5:00 pm.

**201 Edison Park Drive
Gaithersburg, MD 20878
240-777-1999
Montgomerycountymd.gov/dlc**