

Renewal Time

The Board of License Commissioners is now accepting 2025-2026 Renewal Applications. Licensees that are unable to file their renewal application by the required deadline, may request an extension for \$1000 with a written letter. This will allow you time to renew until the license expiration date. Please have ALL DOCUMENTATION ready when arriving to the office. Renewals will not be processed without all required documentation.

Renewal Hours of Operation

Monday – Friday: 8:00 AM – 3:00 PM

<u>License</u>	<u>Renewal Deadline</u>	<u>License Expiration Date</u>
Class A	March 1, 2025	April 30, 2025
Class B	April 1, 2025	May 31, 2025
Class C & D	May 1, 2025	June 30, 2025

Required Renewal Documents

Application	– Completed Renewal Application (Revised December 2024 version)
Affidavit	– All licensees and stockholders must complete an (Revised December 2024 Affidavit)
Alcohol Awareness Certificate	– A current copy of the Alcohol Awareness certificate or card
Lease/Deed	– Copy of your updated lease if your lease was renewed
Payments	– Certified Check, Cashier’s Check or Money Order Payable to (Prince George’s County)
Traders License	– Copy of the current State of Maryland Traders License
Workers Compensation	– Copy of the current Certificate of Insurance

Tax Hold Information

Individual Taxes

Shannon Booth: 410-260-6256
 Marcia Mason: 410-260-7730

Prince George’s County Office of Finance

Contact: 301-952-4030

Comptroller of Maryland

Call Center - 410-649-0633
 Ron Carr - 410-767-6754
 Charney Jefferson - 667-401-2742
 Connie Snooks - 410-767-1677
 Maranita Drummond - 410-767-6532
 Supervisor Lategra Yates
 410-767-1316
 Manager Tammy Washington
 410-767-1550

Email

cdcollectionbizz@marylandtaxes.gov

Personal Information Sheet

If your home address has changed, please submit a letter to the BOLC for the Board’s approval along with a new Personal Information Sheet.

Questions

If you have any questions regarding your renewal application or the renewal process, please contact the Board of License Commissioners office at 301-583-9980.

Traders License Information

Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.