



*Tara H. Jackson*  
Acting County Executive

**PRINCE GEORGE'S COUNTY  
BOARD OF LICENSE COMMISSIONERS  
OFFICIAL NOTICE OF  
CLASS A LICENSE RENEWAL**



*Terence Sheppard*  
Director

1. **RENEWALS ARE DUE MARCH 1<sup>ST</sup>** - Applications will not be accepted after the close of business, Friday, March 1<sup>st</sup>. Class A licenses expire on **April 30<sup>th</sup>**.
2. **EXTENSION** – Licensees who are unable to complete the Renewal Application by the filing deadline must submit a letter of explanation accompanied by a certified check, cashier’s check, or money order in the amount of \$1000 prior to the deadline of March 1<sup>st</sup>. This extension will allow you until April 30<sup>th</sup> to renew your license.
3. **FULLY COMPLETED APPLICATIONS** - The Renewal Application **MUST BE TYPED**. If a handwritten application is submitted, the BOLC reserves the right to reject the application (e.g., illegible). The Renewal Application is a fillable form. Please use the application **Revised December 2024**. We will not accept any old renewal applications. Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.
4. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit.
5. **CORPORATIONS/LLC** - The Renewal Application **MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING**, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance fee of \$20.00 must accompany your request for the Certificate. The walk-in fee is \$40.00. For additional information please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the internet for a \$40.00 fee. The website is <https://egov.maryland.gov/BusinessExpress/EntitySearch> - follow the directions to obtain a “certificate of status.”
6. **COMPLIANCE WITH ALCOHOL AWARENESS** - Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.
7. **WORKERS COMPENSATION** – Attach a current copy of the establishment Certificate of Liability Insurance.
8. **TRADERS LICENSE** – Attach a current copy of the State of Maryland Traders License. Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.
9. **TAXES** - Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, **ALL TAXES DUE** to the State of Maryland, Prince George’s County, and any municipality must be **PAID**, or a payment plan must be in place in order to renew any Alcoholic Beverage License.

10. **PAYMENT OF RENEWAL FEES** – Applications must be accompanied by a money order, certified check, or cashier’s check, made payable to Prince George’s County. CASH, PERSONAL, OR BUSINESS CHECKS WILL NOT BE ACCEPTED.

<b>Class A, Beer, Off Sale</b>	<b>\$500.00</b>
<b>Class A, Beer and Wine, Off Sale</b>	<b>\$500.00</b>
<b>Class A, Beer, Wine and Liquor, Off Sale</b>	<b>\$910.00</b>