



STATE OF MARYLAND
FREDERICK COUNTY LIQUOR BOARD

Email: LiquorBoard@FrederickCountyMD.gov
Phone: 301-600-2984 Fax: 301-600-3500



CORRECTED LICENSE FORM (SUPPLEMENTAL APPLICATION)

Date: _____ Trade Name: _____

License# _____ Entity Name: _____

Business Address: _____

Name of applicant: _____

Address _____

Sex: _____ Date of birth: _____ Age: _____

Period of residence at this address: _____ Phone # _____ Email: _____

Maryland resident: Yes No Place of birth: _____

US citizen: Yes No Naturalized: Yes No

If yes, naturalized at: _____ Year: _____

1. Has the applicant ever been convicted of a felony? If yes, identify the conviction, date, and court.

Yes No _____

2. Has the applicant been found guilty of violating a law in the State governing the sale of alcoholic beverages or the prevention of gambling? Has the applicant been found guilty of violating a law anywhere within the United States or been found guilty of violating a federal law of the United States? List convictions, give name (s), date(s) and court(s)

Yes No _____

3. Does the applicant have a financial interest in the business to be conducted under this license, if granted?

Yes No _____

4. Has the applicant had a license for the sale of alcoholic beverages revoked? If yes, give location, reason, and year.

Yes No _____

5. Does the applicant have a financial interest in any other place of business in Frederick County or in Maryland, where, or for which, a license has been applied for, granted, or issued under this Article?

Yes No _____

6. Has the applicant held a license for the sale of alcoholic beverages anywhere? If so, state when and where.

Yes No _____

7. Will any person other than the applicant have a financial interest in the license or in the business to be conducted under the license?

Yes No

8. CERTIFICATE OF APPLICANTS: At least one applicant whose signature appears below certifies that they are a resident of the State of Maryland at the time the application is filed and remain a resident of the State of Maryland for the duration of the time the license is in effect, and further certifies that no manufacturer, brewer, distiller or wholesaler has any direct or indirect financial interest in the premises or business of the applicant; that the applicant will not hereafter convey or grant to such manufacturer, brewer, distiller, or wholesaler any such interest; and that the applicant at the time of making this application has no indebtedness or other financial obligation and will not hereafter incur any such indebtedness or financial obligation to any manufacturer, brewer, distiller or wholesaler except as otherwise permitted in the Article.

The applicant hereby certifies they will conform to all State and County laws, as well as to the rules and regulations of the Board of License Commissioners for Frederick County and hereby grants permission to the State Alcohol Tobacco Cannabis Commission, its duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Frederick County, its duly authorized agents and employees, and any peace officer of Frederick County to inspect and search at any and all hours, without warrant, the premises and any and all parts thereof upon and in which said business is to be conducted.

State law provides that if any affidavit or oath required under the provisions of the Alcoholic Beverages Article contains any false statement, the offender shall be deemed guilty of perjury. Upon indictment and conviction thereof, the offender shall be subject to penalties provided by Law.

Affidavit:

“By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.”

Signature of Applicant

Print First and Last Name

Date

**FREDERICK COUNTY LIQUOR BOARD
CORRECTIONS APPLICATION
Rules and Regulations Acknowledgements**

It is important that you realize the responsibilities associated with the issuance of the license. All persons or entities using the license and authorized under the Alcoholic Beverage Article of the Annotated Code of Maryland are required to ensure compliance with all State and County laws, rules, and regulations, and terms and conditions of the Board of License Commissioners for Frederick County.

RESPONSIBILITY OF LICENSEE

- You as the licensee are personally responsible for the operation of the establishment and you are responsible for violations committed not only by you but, also any managers, employees, or volunteers. This includes off-duty employees and volunteers on the premises.
- Businesses must operate in such a manner to avoid disrupting the peace and safety of the neighborhood. All unnecessary noises at unreasonable times are prohibited. The Board may consider a violation for any patron/licensee/employee behavior resulting in excessive calls to law enforcement.
- Licensees, managers, employees, or volunteers shall allow the Alcohol Tobacco Cannabis Commission (ATCC), any police officers, and Frederick County Liquor Board inspectors/staff to inspect and search WITHOUT A WARRANT your license area.
- Licensees must also comply with all partnering State, County, and municipality agencies such as the ATCC, Health Department, Fire Marshal's Office, Zoning and Permits.

By initialing, you are acknowledging your agreement and understanding of the information above:

Initial: _____

(Initials **cannot** be automated. Initials must be actual signatures, though you may submit the application electronically)

STANDARDS OF OPERATION

- At least 50% of on duty employees or volunteers SERVING or SELLING alcohol must complete an alcohol awareness training program. Copies of certificates must be submitted to the Liquor Board and a copy must be kept and available on the premises for inspector review.
- Your alcoholic beverage license, Maryland Sales and Use Tax license, and Business license must be displayed in a frame in full view of the public.
- All establishments holding a census driven license (Class A) must utilize all privileges granted under the license. If you are licensed to sell beer, wine, and liquor, then you must have available for purchase, beer, wine, and liquor.
- You must utilize the license within 10 days of issuance.
- Alcohol sales may occur 7 days a week from 6am until 2am the following day. Class A establishments must have a Sunday permit to sell alcohol on Sundays. No alcoholic beverages shall be served, dispensed, given away, or consumed after 2am.
- When the establishment closes to the public and members, all alcohol sales, service, and consumption must cease.
- To serve, sell, or otherwise deal with alcoholic beverages, an employee must be 18 years of age or older. Employees 14 to 17 years old are allowed to work at the establishment as long as they have a work permit and do NOT sell, serve, or deliver alcoholic beverages.
- Delivery persons **must** be 21 years of age or older and **alcohol awareness certified**.
- **All changes** shall be submitted to the Board within 14 days. Changes include the business's address, phone number, email address, retail sales tax number, change in property owner or lease, change in operating hours,

diagram, premises, trade name, entity, change of ownership. This also includes a licensee's change in address, phone number, legal name, or a change in licensees.

- Class A establishments are not permitted to have tables and chairs without Board approval. Class B establishments with Board approval, may remove tables and chairs up to 4 times a calendar year.
- Class B establishments must have daily average receipts of food sales of at least 40% and alcohol sales may not be greater than 60% of the daily average sales.
- The licensed premises of Class B establishments, normally used as a restaurant for the preparation and consumption of food and beverages may not occupy less than 80% of the square footage of the premises.

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RECORDS TO KEEP ON PREMISES AND AVAILABLE FOR INSPECTION

- A copy of the Frederick County Alcoholic Beverage Regulations, or accessible electronically.
- Alcohol Awareness certificates.
- Employee records, work schedules, and work permits for employees under 18 years of age.
- Accurate records of all alcoholic beverages purchased and sold for 2 years from the date of purchase.

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Initial: _____

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PROHIBITED PRACTICES

- An applicant, licensee, owner, manager, employee, or volunteer SHALL NOT MAKE any false statement in any original application, renewal application, verbal or written statement or electronic submission in testimony before the Board, or to any representative of the Board who may be conducting an official investigation.
- A licensee may not purchase alcohol from anywhere other than a licensed manufacturer/wholesaler, bulk transfer permit, or a nonresident winery permit holder. A licensee may not keep alcohol on the licensed premises except for those that have been purchased by the retailer. A licensee may not borrow, loan, or purchase alcoholic beverages from another licensed establishment.
- Licensees, managers, employees, or volunteers shall not be under the influence of alcohol, or narcotics, before or while on duty.
- A licensee, manager, employee, or volunteer may not sell, provide, allow possession, or consumption of any alcoholic beverage, by any person under 21 years of age, regardless of who purchased or obtained the alcoholic beverage.
- Licensees, managers, employees, or volunteers may not sell or provide alcoholic beverages to anyone who at the time or sale of delivery, is visibly under the influence of alcohol.
- The establishment shall not be used for the purpose of possession, transfer, sale, or use of any illegal narcotic drugs, or any illegal gambling activities.
- No alcoholic beverage drinking games shall be conducted on the licensed premises.
- All empty bottles shall be disposed of immediately, and not reused for alcohol. Alcoholic beverages containers may not be tampered with or changed in quantity or quality of the contents after the container has been lawfully

sealed, and while the contents remain in the container. The licensee may not possess a container of an alcoholic beverage that has been tampered with or refilled.

- Licenses issued by the Board expires on the 10th day after the licensee has vacated or been evicted from the licensed premises.
- Class A licensees may **not** work at another establishment licensed in Frederick County.
- The Board shall revoke a license if, after a hearing an activity listed in the Alcoholic Beverages Article §4-605 Nudity and sexual displays, is found to have occurred on the licensed premises.

By initialing, you are acknowledging your agreement and understanding of the information above:

Initial: _____

(Initials **cannot** be automated. Initials must be actual signatures, though you may submit the application electronically)

Affidavit:

“The applicant attest they have not been adjudged guilty of violating the laws governing the sale of alcoholic beverages within the United States or for the prevention of gambling in the State of Maryland or adjudged guilty of any felony against the laws of the State of Maryland or of the United States. By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.”

Signed: _____ Printed: _____

Date: _____ **SIGNATURES CANNOT BE AUTOMATED. Signatures must be actual signatures.**



**STATE OF MARYLAND
FREDERICK COUNTY LIQUOR BOARD**

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Phone: 301-600-2984 Fax: 301-600-3500



CORRECTED LICENSE PROCEDURES

TO REPLACE A LICENSEE APPEARING ON THE LICENSE:

1. The new applicant must complete a corrected license form.
2. The new applicant must be fingerprinted. The fee for this service is \$52 per a person. **Call the Liquor Board Office to schedule a fingerprint appointment. If you are NOT being fingerprinted by the Liquor Board Staff, please contact Liquor Board Office for imperative information that is needed to be fingerprinted by a third party.**
3. At least one person on the license must be a Maryland resident and a US citizen.
4. Include a copy of the corporate minutes or the resolution of an LLC or Partnership to indicate the election of officer or change of licensee (note: if there is a stock/ownership change, include that information in your minutes or resolution). In the case of a corporation, you must include a copy of the stock certificates.
5. Include a copy of your driver's license, Alien Registration/Certificate of Naturalization or US Passport.
6. Email the application and referenced documents to LiquorBoard@FrederickCountyMD.gov
7. There is a \$100.00 fee for the corrected license. Fees can be paid online by credit card or electronic check at: [Payments - Frederick County, MD \(velocitypayment.com\)](http://Payments - Frederick County, MD (velocitypayment.com))

TO REMOVE A LICENSEE APPEARING ON THE LICENSE ONLY:

1. Provide a copy of the corporate minutes or the resolution of an LLC or Partnership to indicate the election of officer or change of licensee (note: if there is a stock/ownership change, include that information in your minutes or resolution). In the case of a Corporation, you must include a copy of the stock certificates.
2. Email the referenced documents to LiquorBoard@FrederickCountyMD.gov

TO CHANGE THE TRADE NAME OF THE ESTABLISHMENT:

1. The licensee must email the request indicating the new trade name and the effective date of the change.
2. Email a copy of the Trade Name request from the State of Maryland Department of Assessments and Taxation.