



LIQUOR CONTROL BOARD FOR HARFORD COUNTY
16 North Main Street, Bel Air, MD 21014
410.638.3028 / 410.879.6370 / 410.638.4970 (Fax)
www.hclcb.org



SUPPLEMENTAL APPLICATION CHECKLIST
(Corporations or Limited Liability Companies)

A Supplemental Application can only be used to add or remove licensees who **ARE NOT the Majority Stockholder and/or Sole Harford County Resident**. A Supplemental Application **MAY NOT** be used to change the name of the Corporation or Limited Liability Company holding the license.

REQUIRED DOCUMENTS

- Supplemental Application:** Must be completed by any and all Licensees remaining on the license as well as the New Applicant. All questions must be answered by all Applicants, and all Applicants' signatures must be properly notarized.
- Personal Financial Information Sheet:** Must be completed by the New Applicant; as well as any and all remaining licensees if changes are being made to their interest.
- Consent for Records Check:** Must be completed by the New Applicant; as well as any all remaining licensees.
- Police Questionnaire:** Must be completed by the New Applicant.
- Live Scan Application:** New Applicant must be fingerprinted via Live Scan. Pre-registration applications must be obtained from the Board office. As of July 1, 2018, all fees due for live scan services are paid directly to the live scan operator.
- Affidavit of Responsibility:** Must be completed by the designated Harford County Resident Licensee. To qualify as the Resident Licensee, **a licensee must have lived in Harford County for at least one (1) year.**
- Proof of Harford County Residency:** The Resident Licensee must submit two utility bills (one current and one from a year ago) as proof of Harford County residency. Additional documentation may be requested, if needed.
- Letter of Resignation:** When a Licensee is removed from a license issued on behalf of a Corporation or Limited Liability Company, a letter of resignation from the person being removed must be submitted.
- Corporate Minutes or Amended Operating Agreement:** For Corporations, new Corporate Minutes reflecting the changes made (removal of the Licensee as an officer and/or election of the New Applicant as an officer) must be submitted. In the case of a Limited Liability Company, an Amended Operating Agreement reflecting the changes made (including a listing all members and interest held) must be included.
- Stock or Interest Purchase Agreement:** A Stock or Interest Purchase Agreement reflecting the purchase of corporate stock or membership interest in the limited liability company by the New Applicant must be submitted. **For a Restaurant**, the New Applicant must have at least a **10% interest**. **For an Off-Sale Business** (Class A or A-1), the New Applicant must have at least a **25% interest**.
- Proof of Stock or Interest Purchase:** Financial documentation (i.e., copies of cancelled checks, promissory notes, loans, etc.) substantiating the purchase of stock or membership interest must be provided.
- Cancelled and/or Newly Issued Stock Certificates:** Copies of any and all cancelled or newly issued stock certificates must be provided.

- Copy of Driver's License:** The new applicant must submit a copy of his/her current Maryland driver's license. Foreign-born applicants must provide proof of legal status in the United States (permanent resident card, naturalization certificate, or U.S. Passport).
- Licensee Test:** All new applicants for an alcoholic beverage license in Harford County are required to pass a licensee test prior to final approval by the Board. **Contact the Board Office to schedule testing.**
- Required Fees:** The following fees must be submitted along with the Supplemental Application packet:
 - \$100.00** Supplemental Application Processing Fee
 - \$20.00** License Change Fee

**IF YOU HAVE ANY QUESTIONS REGARDING THE AFOREMENTIONED ITEMS,
CONTACT THE BOARD OFFICE AT 410-638-3028**