



LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MD  
16 North Main Street, Bel Air, MD 21014  
410-638-3028 / 410-638-4970 (Fax)  
[www.hclcb.org](http://www.hclcb.org)



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## SUPPLEMENTAL APPLICATION CHECKLIST

(Class C1 – C2 – C3 Licenses)

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Holders of a Class C1, Class C2, or Class C3 "Club" License **must file a Supplemental Application** whenever there is a **change in the officers** of the club or organization, whether through club elections or other means. Said application must be filed at the time of the change.

### 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.
- Minutes Showing Election of Club Officers:** Minutes showing the election of the officers named on the Application must be provided.
- Consent for Records Check:** Must be completed by the New Applicant; as well as any and all remaining license holders.
- Live Scan Application:** New Applicant must be fingerprinted via Live Scan. Pre-registration applications must be obtained from the Board office after the Supplemental Application has been submitted and processed by Board Staff. All fees due for live scan services are paid directly to the live scan operator.
- Copy of Driver's License:** Each applicant must submit a copy of his/her current Maryland driver's license.
- Affidavit of Responsibility:** Must be completed by the designated Responsible Operator. For club licenses, this may or may not be a License Holder.

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IF YOU HAVE ANY QUESTIONS,  
CONTACT THE BOARD OFFICE AT 410-638-3028