



City of Annapolis
Office of the City Clerk
160 Duke of Gloucester Street
Annapolis, MD 21401

DepClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Alcoholic Beverage Control Board Substitution or Deletion of Licensee

Filing Fee: \$225.00 payable to the City of Annapolis.

Application Due: Thirty (30) days in advance of hearing before the Board.

1. Any entity holding an Alcoholic Beverage License may, during the License year, substitute any or all of its officers or employees named as Licensees pursuant to Section 2.01(J) of the Alcoholic Beverage Control Board [Rules and Regulations](#) if the Licensee to be substituted or deleted is deceased, retired, removed from office or employment with the entity, or no longer holds office or employment with the entity.
2. Prior to any substitution or deletion of a Licensee, the following documents (**one original and six copies**) are required to be submitted to the Deputy City Clerk:
 - a. Application for Substitution of Licensee.
 - b. Affidavit of Corporate Officer for Substitution or Deletion of Licensee.
 - c. Financial Information Form (if adding a new officer).
 - d. Corporate Resolution or Corporate Minutes evidencing the change of officer/employee.
 - e. Shareholders Certificate or Member Percentage, as applicable for a corporation or LLC.
3. If the Licensee being substituted or deleted is the qualifying Licensee under Section 2.01 of the Alcoholic Beverage Control Board [Rules and Regulations](#), a new qualifying Licensee shall be appointed and shall:
 - a. For the two (2) years preceding the date of the substitution or deletion, be a resident, real property taxpayer and registered voter of the City of Annapolis or Anne Arundel County, Maryland; and
 - b. During the term of the License, continue to be a resident, real property taxpayer and registered voter of the City of Annapolis or Anne Arundel County, Maryland.

Any terms used in this form, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) [Rules and Regulations](#).



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Alcoholic Beverage Control Board Substitution of Licensee Application

Entity Legal Name _____

Address of Licensed Premises _____

Licensee being removed:

Name _____

New Licensee to be added to License:

Name _____

Address _____ How long? _____

Date of birth _____ Place of birth _____

Phone(s) _____ Email address _____

1. Have you been a resident, taxpayer and registered voter of the City of Annapolis or Anne Arundel County, Maryland for two (2) years preceding the filing of this application? Yes No
2. Do you have a financial interest in the business of the Licensed Premises? Yes No
3. Will you be participating in the daily management of the Licensed Premises? Yes No
4. Do you hold office in the entity completing this application? Yes No
5. Have you ever been convicted of a felony? Yes No
6. Are you a citizen of the United States? Yes No
7. Have you ever been adjudged guilty of violating the laws governing the sale of Alcoholic Beverages or for the prevention of gambling in the State of Maryland? Yes No
8. Have you ever been adjudged guilty of any offense against the laws of the State or of the United States?
If yes, state details below. Yes No
9. What is your pecuniary interest in the business to be conducted under this License? State percentage _____
10. Do you have a pecuniary interest in any other place of business in the City of Annapolis or Anne Arundel County, where or for which a License has been applied for, granted, or issued under this article, except as otherwise permitted in by Article 2B? Yes No
11. Have you had a license for the sale of alcoholic beverages revoked? Yes No

12. Have you ever held a License for the sale of Alcoholic Beverages, and if so, in what state and at what location therein? If yes, state details below. Yes No

13. If the substitution is granted, will you conform to all laws and regulations relating to the business in which you propose to engage? Yes No

14. List the names and titles of the officers of the entity submitting this application.

Name	Title

I HEREBY CERTIFY, on this _____ day of _____, _____, under penalties of perjury, that the matters and facts set forth above are true and correct; and that I hereby authorize the City of Annapolis and Annapolis Police Department, its employees, agents and officers to release unto the City Clerk and personnel employed in that office any and all criminal background records that may exist or come into the possession of the City of Annapolis or the Annapolis Police Department for purposes of processing this application.

Signature of New Licensee _____

STATE OF MARYLAND, ANNE ARUNDEL COUNTY, to wit:

I HEREBY CERTIFY, on this _____ day of _____, _____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared the New Licensee named above and made oath in due form of law that the matters and facts set forth above are true to the best of his/her knowledge, information and belief.

WITNESS my hand and Notary Seal.

Notary Public _____ My Commission expires _____

FOR OFFICE USE ONLY

Approved by the Alcoholic Beverage Control Board _____



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Affidavit of Corporate Officer for Substitution or Deletion of Licensee

Corporate/legal name of the Premises _____

Contact Person _____

Work Phone # _____ Contact/Cell Phone # _____

E-mail Address _____

Premises Address _____

STATE OF MARYLAND, COUNTY OF ANNE ARUNDEL, to wit:

I HEREBY CERTIFY, on this _____ day of _____, _____, before me, the subscriber, a Notary Public of the State of Maryland, in and for the county of Anne Arundel, personally appeared _____ (corporate officer), known by me to be the _____, (officer's title) of the aforesaid corporation, and in his/her capacity as an officer of the corporation certified that an Application for Substitution of Officer has been filed with the City of Annapolis Alcoholic Beverage Control Board due to the fact that _____ (officer being removed), previously an officer of the Corporation, can no longer serve as a licensee on the alcoholic beverage license because the licensee:

- _____ is deceased _____ has been removed from office
- _____ is retired _____ no longer holds an office in the corporation or club.

The affiant further certified that _____ the new officer and _____ (officer's title) of the corporation has been issued stock in the corporation, that the shares of stock previously issued to _____ (officer being removed) have been returned to the corporation, and, with that exception, the ownership of the corporation has not changed.

Name of Corporation/LLC _____

By _____

I HEREBY CERTIFY, on this _____ day of _____, _____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____ and made oath in due form of law that the matters and facts set forth above are true and correct.

WITNESS my hand and Notary Seal.

Notary Public _____ My Commission expires _____

Signatures:

Officer being removed _____

Current licensee _____

Current licensee _____



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Financial Information Form

Applicant must have a pecuniary interest in the establishment.

A false statement may constitute grounds for denial or revocation of the license.

Applicant name _____

Address _____

How long? _____ Date of birth _____

Most recent employer _____

Address _____

Position or title _____

How long employed? _____ Type of business _____

List any and all business interests.

I am or will be the owner partner stockholder member in the licensed business.

If a stockholder, how many shares? _____

My personal contribution will be \$ _____

Of this amount, \$ _____ will be in cash and will be or has been derived from the following sources:

If LLC member, contribution is cash property services.

Notice: Falsification of the information on this form may constitute grounds for denial or revocation of the license.

I HEREBY CERTIFY on this _____ day of _____, _____, under the penalties of perjury, that the matters and facts set forth above are true and correct to the best of my information and belief.

Applicant _____ Witness _____