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Treasurer and Receiver General

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Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

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Chairman

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Dear Licensing Authority Colleague,

As many of you know, we have begun implementing a state of the art e-Licensing system which should streamline the application process tremendously. In the meantime, we are making every effort to continue simplifying the application process.

Towards that end, we have discovered a few items that slow the process down. We respectfully request your support in assisting us with the following items:

- The **Certificate of Good Standing** should pertain to the **Current Licensee / Seller** of the license and should be from the **Department of Revenue**. Please ensure that the Certificate is NOT from the Secretary of State.
- The **Corporate Vote** must include **ALL transactions** indicated on the Form 43 and the application.
- The **description of licensed premises** on the Form 43 should provide the number of floors, square footage and any exterior (patio) premises.
- The **financial section** of the application should be complete and be supported by 3 months of bank statements, promissory notes and/or loan documentation, etc.
- The Manager Application should include the **dates of employment** at each employer for the previous 10 years.
- On applications that require **proof of citizenship**, please provide it in the form of a **passport, birth certificate, voter registration or naturalization papers**.
- All Notary signatures must also include a visible **Notary's seal or stamp**, per the regulations of the Secretary of State.
- Personal Information Forms and CORI authorization forms must be provided for **all existing individuals that have a beneficial interest in the license** when there is a single Stockholder, Officer or LLC Manager being added or deleted.

Finally, while this may seem to be insignificant, we find that the order of the documents and the application can be time consuming, if not in the correct order. Please forward the application in the following order:

1. Form 43
2. Application
3. Corporate Vote
4. Manager Application
5. Manager - Personal Information Form for
6. Manager - Proof of Citizenship
7. CORI Authorization Form for Manager
8. Personal Information Forms for: Directors, Officers and Stockholders
9. CORI Authorization Form for: Directors, Officers and Stockholders
10. Articles of Organization
11. Supporting Financial Documents: P&S, Loan Documents, Bank Statements etc.

As always, please feel free to contact me with any questions or concerns.

Have a wonderful weekend,

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