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Department of the State Treasurer
Alcoholic Beverages Control Commission
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Local Licensing Authority,

As you know, we are quickly approaching the first retail release of our new online licensing system. Eight municipalities have volunteered to be a part of the pilot program, testing the system for defects and working with their licensees on how we might improve it.

All other municipalities not participating in the pilot will continue to work with paper applications. However, **there is a new paper application that must be utilized by every municipality not participating in the pilot program.** It can be found on the ABCC website at www.mass.gov/abcc.

Please note the following terminology that is found in the new paper Application:

- “Contacts” – In eLicensing, all individuals and organizations that are connected to an Alcoholic Beverages Application are identified as different types of “Contacts.”
 - Application Contact (replaces the “Contact Person”): This is the person who is filling out the application and will be contacted with questions regarding the application.
 - Manager Contact (replaces the “Manager of Record”): This is the Manager of Record for the licensee or proposed licensee.
 - Business Contact (replaces the LICENSEE): The Business Contact section IS the licensee. The name on the business contact should be the name of the licensee. This is generally the corporate name, though it can be a sole proprietor.
 - Beneficial Interest Contacts (replaces any person or entity with interest in the license or proposed license)
 - Beneficial Interest – Individual Form (replaces the Personal Information Form): One Beneficial Interest – Individual Form should be completed for every person with a direct interest (financial or not) in the license/proposed license AND/OR any individual with an indirect interest in the license/proposed license. An indirect interest is defined as having an interest in a parent company, but not directly in the licensee.
 - Beneficial Interest – Organization Form: One Beneficial Interest Organization Form should be completed for every organization that has a direct or indirect interest in the license/proposed license.

In addition to a new application, each transaction by a licensee will have an individualized application. This eliminates the need for Petition for Change or Petition for Transfer of Ownership Forms. Applications can be found on our website.

With this new application, each LLA's responsibilities regarding what to submit to the ABCC is changing as well. Please note the following changes:

- No more Form 43: This is replaced by a LLA Summary Form, which can be found on our website under Local Licensing Authorities, or [here](#).
- No more DOR Certificate of Good Standing / DUA Tax Release Forms: All tax release checks will be done automatically through an electronic interface.
- No more copy of newspaper notice: This will be replaced by a question on the LLA Summary Form
- No more abutters' green cards: This will be replaced by a question on the LLA Summary Form

Upon receipt of a paper application at the ABCC from a LLA not in the pilot program, our licensing team will manually enter it into the eLicensing system. Once in the system, an application will follow the same procedure as always, but it will now be electronic. This means that all correspondence will go out via email to you and the applicant, including investigator recommendations. Approvals will be emailed instantaneously once complete.

As a result of the new paper application, we anticipate many fewer "Return No Action" on applications. These will be replaced by "Additional Information Needed"; "Withdrawal"; or "Disapproval."

Finally, please be aware that each license will receive a license number based on a new numbering system: the format will be number - license type - municipality code. For instance: 12345-RS-0116 (license number 12345, restaurant, Boston).

We hope you will assist us in implementing this application. We expect all new applications coming into your municipality to use this application. We will stop accepting the old application on 10/30/16.

We strongly encourage you to take a few moments to review the new applications. Licensees and potential licensees will initially come to you with questions, so being as familiar as possible to the application will aid you, and them, in the application process.

We are excited for the launch of our new system. We hope it will streamline the application process, making it more user-friendly for all parties involved. We look forward to hearing from you with questions and concerns.