License Checklist for LLAs

NEW LICENSE

- [ ] **LLA Certification**
- [ ] **$200 Fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **New Retail Application**
- [ ] **Manager Application**
- [ ] **Vote of Entity**
- [ ] **Business Structure Documents:**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth.
- [ ] **CORI Authorization Form** must be completed by each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- [ ] **Proof of Citizenship/Qualified Alien:** Passport, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.
- [ ] **Supporting Financial Records** for all financing and/or loans, including pledge documents, if applicable.
- [ ] **Legal Right to Occupy:** a deed or a lease
- [ ] **Floor Plan**
- [ ] **Abutter's Notification**
- [ ] **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

TRANSFER LICENSE

- [ ] **LLA Certification**
- [ ] **$200 Fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **DOR Certificate of Good Standing**
- [ ] **DUA Certificate of Compliance**
- [ ] **Transfer Retail Application**
- [ ] **Manager Application**
- [ ] **Vote of Entity**
- [ ] **Business Structure Documents**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, Partnership Agreement
  - If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- [ ] **CORI Authorization Form** must be completed for each individual with financial or beneficial interest in the entity that is applying AND one must be completed for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- [ ] **Proof of Citizenship/Qualified Alien:** Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers.
- [ ] **Purchase & Sale Agreement**
- [ ] **Supporting Financial Records** for all financing and/or loans, including pledge documents, if applicable.
- [ ] **Legal Right to Occupy**: a lease or a deed
- [ ] **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF MANAGER

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Change of Manager Application**
- ☐ **Monetary Transmittal Form**
- ☐ **Vote of Entity**
- ☐ **CORI Authorization:** Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- ☐ **Proof of Citizenship/Qualified Alien:** Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.

Please Note: You may be requested to submit additional documentation if necessary.

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGER

- ☐ **LLA Certification**
- ☐ **$200 Fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Officers/Directors Application**
- ☐ **Vote of Entity**
- ☐ **CORI Authorization Form:** Complete one for each proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- ☐ **Business Structure Documents:**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional documentation if necessary.

CHANGE OF OWNERSHIP INTEREST

(e.g. LLC Members, LLP Partners, Trustees, etc.)

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Officers/Directors Application**
- ☐ **Financial Statement**
- ☐ **Vote of Entity**
- ☐ **CORI Authorization:** Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- ☐ **Business Structure Documents**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If Corporation or LLC, **Articles of Organization**
- ☐ **Purchase and Sale Agreement**
- ☐ **Supporting Financial Records**
- ☐ **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary

CHANGE OF STOCK INTEREST

(e.g. New Stockholders or Transfer or Issuance of Stock)

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Officers/Directors Application**
- ☐ **Financial Statement**
- ☐ **Vote of Entity**
- ☐ **CORI Authorization Form:** Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- ☐ **Business Structure Documents:**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, Partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- ☐ **Purchase and Sale Agreement**
- ☐ **Supporting Financial Records**
- ☐ **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

ALTERATION OF PREMISES

- [ ] **LLA Certification**
- [ ] **$200 fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **Alteration of Premises/Change of Location**
- [ ] **Application Vote of Entity**
- [ ] **Supporting Financial Records**
- [ ] **Legal Right to Occupy:** This is either a lease or deed.
- [ ] **Floor Plan**
- [ ] **Abutter's Notification**
- [ ] **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF LOCATION

- [ ] **LLA Certification**
- [ ] **$200 fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **Alteration of Premises/Change of Location Application**
- [ ] **Vote of Entity**
- [ ] **Supporting Financial Records**
- [ ] **Legal Right to Occupy:** This is either a lease or a deed.
- [ ] **Floor Plan**
- [ ] **Abutter's Notification**
- [ ] **Advertisement**

Pleas Note: You may be requested to submit additional documentation if necessary.

CHANGE OF CORPORATE STRUCTURE

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Compliance DUA**
- ☐ **Certificate of Compliance**
- ☐ **Change of Corporate Structure**
- ☐ **Application Vote of Entity**
- ☐ **Business Structure Documents:**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF LICENSE TYPE

- ☐ **LLA Certification**
- ☐ **$200 fee ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **Change of License Type**
- ☐ **Vote of Entity**
- ☐ **Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CATEGORY

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Category Application**
- ☐ **Vote of Entity**
- ☐ **Abutter's Notification Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CLASSIFICATION

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Classification Application**
- ☐ **Vote of Entity**
- ☐ **Abutter's Notification Advertisement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CORPORATE NAME

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Corporate Name Application**
- ☐ **Vote of Entity**
- ☐ **Business Structure Documents:**
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF DBA

- ☐ **LLA Certification**
- ☐ **Monetary Transmittal Form (No Fee)**
- ☐ **Change of DBA Application**
- ☐ **Vote of Entity**
- ☐ **Business Certificate**

CHANGE OF HOURS

- [ ] **LLA Certification**
- [ ] **Monetary Transmittal Form (No Fee)**
- [ ] **Vote of Corporate Board for the Change**

CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY

- [ ] **LLA Certification**
- [ ] **$200 fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **DOR Certificate of Good Standing**
- [ ] **DUA Certificate of Compliance**
- [ ] **Change of Pledge of License, Stock or Inventory Application**
- [ ] **Vote of Entity**
- [ ] **Pledge Documentation**
- [ ] **Promissory Note**

Please Note: You may be requested to submit additional supporting documentation if necessary.

MANAGEMENT AGREEMENT AMENDMENT

- [ ] **LLA Certification**
- [ ] **$200 fee via ePay**
- [ ] **Monetary Transmittal Form**
- [ ] **DOR Certificate of Good Standing**
- [ ] **DUA Certificate of Compliance**
- [ ] **Management Agreement Application**
- [ ] **Vote of Entity**
- [ ] **Management Agreement**

Please Note: You may be requested to submit additional supporting documentation if necessary.

Non-Profit Club CHANGE OF MANAGER

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **Change of Manager Application**
- ☐ **Vote of the Club by an approved officer**
- ☐ **CORI Authorization:** Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- ☐ **Proof of Citizen/Qualified Alien**: Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.
- ☐ **Updated Officers and Directors:** Please ensure to update your officers and directors *simultaneously* or *prior* to applying for a change of manager. It will be returned with no action if the officers and directors do not match ABCC records.

Please Note: You may be requested to submit supporting documentation if necessary.

Non-Profit Club CHANGE OF OFFICERS/DIRECTORS

- ☐ **LLA Certification**
- ☐ **$200 fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Officers/Directors Application**
- ☐ **Vote of the Club signed by an approved officer**
- ☐ **Business Structure Documents:**
  - **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit supporting documentation if necessary.