

2013 RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all annual alcoholic beverages **licensees** are required to renew their alcoholic beverages license by **November 30th** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority by November 30th. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

The licensee signing the renewal **MUST** provide their taxpayer identification number, FID, or EIN number on the renewal application.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. A Form 43 verifying these changes have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file. (DBA, zip codes and spelling errors do not require a Form 43.)

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance to the Local Licensing Authorities.

All on-premises M.G.L. c. 138, §12 licensees must provide a copy of the required Fire Safety Inspection Certificate to the Local Licensing Authorities. Please do not forward a copy of the Fire Safety Certificate or the insurance certificate to the ABCC

Local Licensing Authorities must submit all license renewal applications (signed and unsigned) to the ABCC by **December 31, 2012**. Please put the applications in numerical order by the ABCC license number before mailing all the renewal applications, as well as the Renewal Certification in one mailing to the ABCC

If the Local Licensing Authority does not receive an ABCC pre-printed renewal application for any licensee, the Local Licensing Authority should complete a blank renewal application for that licensee, have the licensee timely sign and file the application with the Local Licensing Authority, and attach the approved Form 43.

Any renewal application not signed and filed by November 30th will be treated as a New License. If renewal application becomes a new license for failure to meet the November 30th signing deadline, it will be subject to all the procedures set forth under Chapter 138, §15A.

ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO HURSHEL LANGHAM AT EXT. 7 19 or JEANILY CRUZ AT EXT 720

Ralph Sacramone, Executive Director

RENEWAL CERTIFICATION 2013

TOWN/CITY NAME _____

A. LICENSEES WHO FAILED TO RENEW FOR 2013:

	LICENSE #	NAME AND ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

B. LICENSEES DISAPPROVED BY CITY/TOWN FOR 2013:

	LICENSE #	NAME AND ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____

We hereby certify that the premises described in the 2013 Renewal Applications for the above-mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2013. The 2013 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

PLEASE ATTACH ALL RENEWAL APPLICATIONS MENTIONED ABOVE TO THIS CERTIFICATION.

IF EXTRA SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

A. LICENSEES WHO FAILED TO RENEW FOR 2013

	LICENSE #	NAME AND ADDRESS
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

B. LICENSEES DISAPPROVED BY CITY/TOWN FOR 2013:

	LICENSE #	NAME AND ADDRESS
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

RETURN THIS FORM WITH 2013 RENEWALS

It is important for the ABCC to be updated on the individual in charge of licensing matters and assist them in serving the needs of your city/town regarding liquor license issues. Please fill out this form and return it with your renewals. Thank you in advance for your cooperation.

E-MAIL ADDRESS _____

CONTACT PERSON _____

CITY/TOWN _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____