

NEW LICENSE

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

New Retail Application

Manager Application

Vote of the 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 Complete one for 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 for the proposed Manager of Record.

Supporting Financial Records for all financing and or loans, including pledge documents, if applicable.

Legal Right to Occupy, a lease or deed.

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

New/Transfer Retail Application

Manager Application

Vote of the 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 Complete one for 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 for the proposed Manager of Record.

Purchase & Sale Agreement

Supporting Financial Records for all financing and or loans, including pledge documents, if applicable.

Legal Right to Occupy, a lease or deed.

Advertisement

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

CHANGE OF MANAGER

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Change of Manager Application

Vote of the 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. Passport, birth certificate, voter registration, or naturalization papers will be accepted.

Please Note: You may be requested to submit additional supporting 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 the 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** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional supporting 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 the 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** 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.

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 the 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** 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 the 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 the 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 CORPORATE STRUCTURE

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Corporate Structure Application

Vote of the 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 via ePay
Monetary Transmittal Form
Change of License Type Application
Vote of the 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 the 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 the 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 the 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

No Fee

Monetary Transmittal Form

Change of DBA Application

Vote of the Entity

Business Certificate

Change of Hours

LLA Certification

No Fee

No Fee Monetary Transmittal Form

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 the Entity

Pledge documentation

Promissory note

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

MANAGEMENT AGREEMENT

LLA Certification
\$200 fee via ePay Monetary
Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Management Agreement Application
Vote of the 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 signed 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 Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.

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

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 taken if the officers and directors do not match ABCC records.

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 additional supporting documentation if necessary.