

## NEW LICENSE

**LLA Certification**

**\$200 Fee via ePay**

**Monetary Transmittal Form**

**Advertisement**

**New Retail Application**

**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.*

**Manager Application**

**Proof of Citizenship** for the proposed Manager of Record.

**Vote of the Corporate Board**

**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**

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

## TRANSFER LICENSE

**LLA Certification**

**\$200 Fee via ePay**

**Monetary Transmittal Form**

**Advertisement**

**DOR Certificate of Good Standing**

**DUA Certificate of Compliance**

**New/Transfer Retail Application**

**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.*

**Manager Application**

**Proof of Citizenship** for the proposed Manager of Record.

**Vote of the Corporate Board**

**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.

*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**

**CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

**Vote of the Entity Board.**

**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**

**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

**Vote of the Entity Board**

*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**

**Advertisement (New Stockholder Only)**

**DOR Certificate of Good Standing**

**DUA Certificate of Compliance**

**Change of Officers/Directors Application**

**Financial Statement**

**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

**Vote of the Entity Board**

**Purchase and Sale Agreement**

**Supporting Financial Records**

*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**

**Advertisement (New Stockholder Only)**

**DOR Certificate of Good Standing**

**DUA Certificate of Compliance**

**Change of Officers/Directors Application**

**Financial Statement**

**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

**Vote of the Entity Board**

**Purchase and Sale Agreement**

**Supporting Financial Records**

*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**  
**Advertisement**  
**Alteration of Premises/Change of Location Application**  
**Vote of the Corporate Board**  
**Supporting financial records**  
**Legal Right to Occupy This is either a lease or deed.**  
**Floor Plan**  
**Abutter's Notification**

*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**  
**Advertisement**  
**Alteration of Premises/Change of Location Application**  
**Vote of the Corporate Board**  
**Supporting financial records**  
**Legal Right to Occupy This is either a lease or deed.**  
**Floor Plan**  
**Abutter's Notification**

*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**  
**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  
**Vote of the Corporate Board**

*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 Corporate Board**

*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**  
**Advertisement**  
**DOR Certificate of Good Standing**  
**DUA Certificate of Compliance**  
**Change of Category Application**  
**Vote of the Corporate Board**  
**Abutter's Notification**

*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**  
**Advertisement**  
**DOR Certificate of Good Standing**  
**DUA Certificate of Compliance**  
**Change of Classification Application**  
**Vote of the Corporate Board**  
**Abutter's Notification**

*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 Corporate Board**

**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 Corporate Board**

**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 Corporate Board**

**Pledge documentation**

**Promissory note**

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

## MANAGEMENT AGREEMENT

**LLA Certification**  
**\$200 fee via ePay**  
**Monetary Transmittal Form**  
**DOR Certificate of Good Standing**  
**DUA Certificate of Compliance**  
**Vote of the Corporate Board**  
**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.*