

Kent County, Local Licensing Authority Alcoholic Beverage License Guide to a License Modification Request

This guide is provided *for reference only*. It is at the discretion of the Board of License Commissioners and its designated staff to determine if additional documentation or explanation is required.

The Board of License Commissioners follows the Annotated Code of Maryland, Alcoholic Beverages - Division 1: General Provisions, and Division II: Provisions Affecting Individual Jurisdictions. Licenses shall be applied for and issued to, as individuals: the partners, officers, or authorized individuals of a business entity, as applicable, and at least **one** applicant shall meet the requirements to be considered as a qualifier on the alcoholic beverage license.

What is a Kent County Qualifier?

A (the) Kent County Qualifier(s) must be a registered voter and a taxpayer in Kent County and have been for two years preceding the filing of the application, a resident of Kent County, and provide a legal document that demonstrates the Qualifier(s) has a stock or membership ownership interest in the business entity.

Applicants are required to meet and/or contact the Alcoholic Beverage and Tobacco Inspector at 410-810-2212. Please complete the required forms in their entirety. Prior to any request going before the Board of License Commissioners, the Inspector shall verify that all legal requirements have been satisfied and certify that Alcohol Awareness training requirements have been met.

Companion Application for Tasting, Caterer's Privilege, Corkage Privilege

Return the completed Companion Application with the applicable fee, payable to the County Commissioners of Kent County.

Page 1

- Fill in all fields and provide the required information for (each) applicant(s).

Physical Changes to the Premise

Any change to the premise such as an additional bar for the serving of alcoholic beverages, either permanent or temporary, requires permission by the Board of License Commissioners. The request must be made in writing and include a drawing of the proposed change.

Changes in Officers for Class A, Class B, and Class D

Return the completed License Modification Application with the applicable fee, payable to the County Commissioners of Kent County.

Pages 1

- Fill in all fields and provide the required information for (each) applicant(s).
- Answer all questions **and** a written request and the required legal document.

Pages 2 and 3

- Each New Applicant must fill out a New Applicant Page.
- Signature(s) must be notarized.

Pages 4 and 5

- Each New Applicant(s) must complete the LiveScan Pre-Registration Application. Applicants will be notified when fingerprinting can be scheduled.
- \$32.75 Fingerprinting Fee **per** applicant, check or money order payable to the County Commissioners of Kent County.

Changes in Club Officers for Class C

Please contact the Inspector within thirty (30) days of the installation of new officers or any other personnel changes.