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.