

## LIQUOR LICENSE APPLICATION INSTRUCTIONS

The granting of a retail license, including NEW LICENSE; TRANSFERS OF LICENSE; CHANGE OF MANAGER; CHANGE OF STOCKHOLDER, etc., must begin with an application completed electronically on the ABCC's website (<https://www.mass.gov/orgs/alcoholic-beverages-control-commission>)

Once you have completed your application electronically to the ABCC, print all documents and submit them to the Board of Selectmen's office along with the following completed supporting documents below:

- ✓ **Completed License Application Review Sheet** – with signatures from each department
- ✓ **Fingerprinting of manager/owner** – (Please contact Lisa Parker at the Seekonk Police Department 508-336-8123 Ext. 51006 No Walk-ins please)
- ✓ **Copies of Alcohol Safety Certificates for manager and ALL staff who handle alcohol**
- ✓ **Completed CORI form for owner/manager**
- ✓ **Copy of government-issued identification for owner/manager**
- ✓ **Copy of your Liquor Liability Insurance**
- ✓ **Certificate of Good Standing for the Town of Seekonk**
- ✓ **Certified List of Abutters for all transactions that require abutter notification** – (Please note: applicant is responsible for mailing notifications via registered mail as required by MGL Chapter 138 Section 15A)
- ✓ **Application Fee**
  - Club/Veterans Club or Wine and Malt Package Store - \$1,250; (New licenses and renewals only)
  - Wine & Malt Restaurant \$1,500; (New licenses and renewals only)
  - All Alcohol Package Store \$2,000; (New licenses and renewals only)
  - Inn Holder/Restaurant All Alcohol - \$2,500 (New licenses and renewals only)
  - Transfer of License: \$100
  - Change of Manager; \$100
  - One Day; \$50