



# TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

<http://www.town.orleans.ma.us>

BOARD OF  
SELECTMEN

TOWN  
ADMINISTRATOR

## NEW STOCKHOLDERS APPLICANT PROCEDURE (Liquor License)

***All ABCC license forms are on the ABCC website: [mass.gov/abcc](http://mass.gov/abcc). The ABCC requires forms to be filled out online. Bring hard copies to the Town Administrator's/Selectmen's Office. You may pay the ABCC fee online (preferred method) or bring a separate check or money order in the amount of \$200 made payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION.***

- \_\_\_\_\_ \$50.00 filing fee, payable to the Town of Orleans
- \_\_\_\_\_ \$200.00 check, bank check or money order payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION
- \_\_\_\_\_ Retail Alcoholic Beverages License Application Monetary Transmittal Form
- \_\_\_\_\_ Application for Retail Alcoholic Beverage License (**Note:** every question must be answered, very rarely is "Not Applicable" an appropriate and acceptable answer)
- \_\_\_\_\_ Petition for Transfer of Ownership
- \_\_\_\_\_ Personal Information Form
- \_\_\_\_\_ Certificate of Change (Form **CD-53** from *Corporation Division of Secretary of State*)
- \_\_\_\_\_ Vote of the Corporate Board or LLC authorizing the changes
- \_\_\_\_\_ Supporting Financial Records (if needed)
- \_\_\_\_\_ All records, loan agreements, documents, as well as affidavits detailing the source(s) of money for this license transaction
- \_\_\_\_\_ 3 months worth of bank statements confirming the sources of funds
- \_\_\_\_\_ All principals (director's, stockholders, partners, etc) must complete form E - Criminal History Record Information. The person(s) completing the form must meet with Authorized CORI staff member and bring identification (picture ID)



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## PLEASE NOTE:

- **TIME FRAME FOR LEGAL ADVERTISEMENTS** - complete applications must be filed in the Selectmen's Office before a legal advertisement is sent to the paper by that office. Applications arriving on or before **noon on Thursday** will have advertisement published the following week in the Friday Cape Codder newspaper. Advertisements must appear **10 full days** before the hearing date and hearings are held every **1<sup>st</sup> and 3<sup>rd</sup> Wednesday** of each month.
- **Form 43 WILL BE FILLED OUT BY THE SELECTMEN'S OFFICE** after the Board of Selectmen's hearing on the application. Form 43 will be sent out to the ABCC with all other necessary paperwork (along with a newspaper notice)

Revised: January 25, 2011