



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 OFFICERS/DIRECTORS APPLICANT PROCEDURE (Liquor License)

All ABCC license forms are on the ABCC website: 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
- _____ Proof of citizenship and residency requirements as found in Ch. 138, §15 and §26 and 204 CMR 2.01 (1)
- _____ 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)

PLEASE NOTE:

Form 43 WILL BE FILLED OUT BY THE SELECTMEN'S OFFICE after the Board of Selectmen's approval and will be sent out to the ABCC with all other necessary paperwork.

Revised: January 25, 2011