



**Town of Douglas
Liquor License
Change of Manager
Application Checklist**

For ABCC:

Change of Manager Forms: Found on ABCC's website under "Forms and Applications"/"Retail Forms." Download onto your computer, open in Adobe Reader, type in the information, print, and sign. <https://www.mass.gov/how-to/amend-your-alcoholic-beverages-retail-license-change-of-manager-abcc>

- Manager Application
- CORI Authorization (found under application in like above)
- Vote of the Entity
- Proof of Citizenship (Manager must be a US citizen)
- ABCC's Payment Receipt

For the State of Massachusetts and the Town of Douglas:

- Licensing Authority Certification** – Filled out by the Selectmen's Office

The following forms can be found online at <https://douglas-ma.gov/255/Alcohol>

- Checklist for Change of Manager**
- Criminal Offender Record (CORI) Check**, per MGL c6, §172 – "CORI Request Form". Have your signature Notarized OR bring it to the Selectmen's office with government issued photographic identification.
- Updated **Emergency Contact information** to include: All contact names and phone numbers, business phone number, hours of operation and whether or not the premise is alarmed. Download onto your computer, open in Adobe Reader, type in the information, print, and sign.

Return checklist and all paperwork to the Selectmen's Office.

Please Note: All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed; the application will be placed on the Board of Selectmen's agenda. The Board of Selectmen meets the 1st and 3rd Tuesday of each month.