



**Town of Douglas
Liquor License
Transfer of License
Application Checklist**

For ABCC:

Transfer of License 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. Return all paperwork, including the items below:

- News Paper Notice** at applicant's expense. Bring full page from paper of notice to Board of Selectmen's Office for ABCC. **Must be published within ten (10) days of filing. Hearing shall not be held sooner than 10 (10) days after advertising.** (Board of Selectmen's Office will help with this)

For the State of Massachusetts and the Town of Douglas:

- Criminal Offender Record (CORI) Check**, per MGL c6, §172 – "CORI Request Form". To be filled out by Selectmen's Office – must present government issued photographic identification.
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen.
- State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out.
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- Certificate of Inspection from Fire Department** – Per M.G.L. Chapter 10, §74. Call the Fire Department @ 508-476-2267.
- TIP Certifications** – Per the Town of Douglas Training Intervention Program (TIP) Policy a list of names of all TIP Certified employees, name of trainer and training expiration.
- Emergency Contact information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed.
- Check** made out to the Town of Douglas for **\$800** (Wine & Malt, or Club), or **\$1,200** for All Alcohol)
- Licensing Authority Certification:** Required by ABCC to be filled out by the Selectmen's Office for approval at the Public Hearing.