

**Please Note: Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements.**

- Errors and missing information add to the processing time.
- Proofread your application carefully.
- Incomplete applications must be rejected.

To ensure licenses are issued for the Summer Season, applications for **all types of licenses** should be submitted by February 28<sup>th</sup>.

**Find application forms and instructions at**  
<https://www.falmouthma.gov/648/Licenses>

For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7325



**Town of Falmouth**  
59 Town Hall Square  
Falmouth MA 02540  
508-495-7320

## **Application for Change of Manager - Change of Officers Non-Profit Club Liquor License Checklist**

*Please apply at least 3 weeks prior to Select Board Hearing date*

**Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements**

### **Step 1: Complete the requirements.**

- For Change of Manager include: Police Department – Manager must schedule and complete a background check at the Central Records Office of the Falmouth Police  
**-for an appointment call 774-255-4527** - bring a photo ID and a money order or bank check payable to the Commonwealth of Massachusetts for \$30.00.
- Provide TIPS or other alcohol safety certification for the proposed Manager.
- Building Department – Update Certificate of Inspection in PermitEyes.
- Health Department – Update Food Service Establishment Permit in PermitEyes.
- Select Board Office -Total Fees payable to the Town of Falmouth.
- For Change of Officers include:
  - DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth, *see page 2,*

### **Step 2: Now you are ready to submit the application to the Select Board.**

- Submit all pages of the ABCC application found at [www.mass.gov/ABCC](http://www.mass.gov/ABCC), and supporting documents, *see page 2* with a Filing Fee of Change of Manager:\$80.00 plus \$10.00 for each additional license (*Common Victualler, Entertainment, etc.*) The filing fee for a Change of Officers/Directors application is \$50.00.
- A Liquor License Hearing is scheduled.
- A Change of Manager application requires the manager to attend the Select Board meeting.

**Proofread the application carefully - Incomplete applications will be returned.**

**For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7320**



*The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc*

**APPLICATION FOR MULTIPLE AMENDMENTS**

Please select all of the amendments you are applying for(continued):

**Non-Profit Club's ONLY**

e.g. Veteran's Club

**Non-Profit Club CHANGE OF OFFICERS/DIRECTORS**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth
- Monetary Transmittal Form
- \$200 fee via [ABCC website](#) and Payment Receipt

**Non-Profit Club CHANGE OF MANAGER**

- \$200 fee via [ABCC website](#) and Payment Receipt
- Monetary Transmittal Form
- Change of Manager Application
- Vote of the club signed by an approved officer
- CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
- Updated Officers and Directors\***
- \*Please ensure to update your officers and directors **simultaneously** or **PRIOR** to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.
- Proof of Citizenship.** Passport, birth certificate, voter registration, or naturalization papers will be accepted.

**Town of Falmouth**

**License Application – Department Contact Information**

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**Select Board**      **Town Hall**      **(508) 495-7320**      [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov)

- License applications.

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**Building**      **Town Hall**      **(508) 495-7470**      <https://www.falmouthma.gov/307/Building>

- Approval of floor plan and/or site plan.

Apply online using **PermitEyes**

- Certificate of Inspection.
- Sign Permit

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**Zoning**      **Town Hall, Second Floor**      **(508) 495-7460**

- Special permit.

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**Planning**      **Town Hall, Second Floor**      **(508) 495-7440**

- Site plan review.

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**Assessor**      **Town Hall**      **(508) 495-7380**      <https://www.falmouthma.gov/175/Assessing>

- Certified abutters list.

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**Police**      **750 Main St.**      **(774) 255-4527**

- Call Central Records to schedule an appointment for the fingerprint-based background check.

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**Health**      **Town Hall**      **(508) 495-7485**      <https://www.falmouthma.gov/273/Health>

Apply online using **PermitEyes**

- Food service establishment permit.

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**Town Clerk**      **Town Hall**      **(508) 495-7360**

- Certificate of Doing Business.
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**Certificate of Good Standing required beginning MM/DD/YYYY**

In order to confirm that all licensees and applicants are in compliance with Massachusetts tax laws, a Certificate of Good Standing ("COGS") from the Massachusetts Department of Revenue and a **Certificate of Compliance ("COC") from the Massachusetts Department of Unemployment Assistance** will be required for the following transactions submitted to the Local Board beginning MM/DD/YYYY

- Transfer of License (certificate must be in the current/seller licensee name)
- Change in Beneficial Interest
- Pledge of License
- Change of License Class (Seasonal, Annual)
- Change in License Category (Wines and Malts, All Alcohol, etc.)
- Change of Entity Name (certificate must be in the current corporate name)
- Change of Corporate Structure (certificate must be in the current corporate structure)
- Addition of a Management Agreement
- PLEASE NOTE: a new licensee does not require a COGS or a COC

**An applicant can obtain the required documents by visiting the following websites:**

**Department of Revenue:** <https://www.mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver>

**Department of Unemployment Assistance:** <https://www.mass.gov/how-to/request-a-certificate-of-compliance>