

## CHANGE OF MANAGER – NON PROFIT

### REQUIRED DOCUMENTS

#### Alcoholic Beverage Control Commission (ABCC)

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](#) for ABCC documents

- LLA Certification (Completed by LLA)
- \$200 Fee via ePay
- Monetary Transmittal Form
- Change of Manager Application
- Vote of the club signed by an approved officer
- CORI Authorization Form Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. ***This form must be notarized with a stamp or raised seal.***
- Proof of Citizenship for the proposed Manager of Record. Passport, birth certificate, voter registration, or naturalization papers will be accepted.
- 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.)**

#### LOCAL LICENSING AUTHORITY (LLA)

- All ABCC Required Documents shown above
- \$75 filing fee and license fees payable to Town of Braintree
- Town of Braintree CORI Authorization Form <sup>(1)</sup>This is a separate CORI Form, different from the ABCC form. Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. ***This form must be notarized with a stamp or raised seal.***
- Copy of alcohol server training certification for the proposed Manager of Record (Town of Braintree requires certification every 3 years)
- Resume, Change of Manager

(1) Forms attached

**Please Note: you may be requested to submit additional supporting documentation if necessary. Hearing date will not be scheduled until all documents are submitted and reviewed by LLA**  
**Please download copy of Town's Policy & Regulations Governing Liquor Licenses at...**  
[Board of License Commissioners | Braintree, MA \(braintreema.gov\)](#)