

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGER

REQUIRED DOCUMENTS

Alcoholic Beverage Control Commission (ABCC)

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](https://www.mass.gov/info-details/alcoholic-beverages-retail-licenses) for ABCC documents

- LLA Certification (Completed by LLA)
- \$200 Fee via ePay
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- Vote of the Entity Board
- 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.***
- Business Structure Documents**
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

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** ⁽¹⁾ 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.***
- DBA Certificate (if applicable)** ⁽²⁾

(1) Forms attached

(2) Available from the Town Clerk's Office upon approval of the License

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 \(braintreema.gov\)](https://www.braintreema.gov/)