The following **must** be submitted with your initial application:

- Application Form COM/ATT-011. (See notes on filing application for license.)
- Occupation Record and Financial Statement Form COM/ATT-007-3 for each of the individual applicants.
- If a corporation or limited liability company, a copy of the company=s most recent financial statement and a copy of the Articles of Incorporation, or Operating Agreement. Include an official list of officers or members.
- A copy of the requisite health department permit or certification to engage in catering activities or documentation indicating no permit or certification is required.
- A copy of zoning certification for the license location.
- If applicable, a copy of the retail alcoholic beverage license held solely for the privilege of catering alcoholic beverages and/or documentation verifying any additional local fees paid for the privilege of catering alcoholic beverages.
- A copy of the Combined Registration Application (unless you are already registered). Send original directly to the Central Registration Unit, Annapolis, Md.
- Submit a copy of the alcohol awareness certification issued to one individual who will be on-site at catered events. The certification must be issued by a Comptroller approved Alcohol Awareness Program within the past 4 years.

**Notes on filing application for licenses:**

1.1 In the case of a corporation, a license is issued to three corporate officers for the use of the corporation. If less than three officers exist (e.g., a close corporation), then a license may be issued to those officers. In such case, a letter so certifying must be submitted.

1.2 At least one of the applicants must be a Maryland resident, taxpayer and registered voter currently and for the immediate two preceding years. So designate in Section 1 of form COM/ATT-011.

1.3 In Section 1 of the license application, all officers must be listed whether or not they are license applicants (attach separate sheet if necessary). However, **only** three applicants should sign on the lines for Signature of Applicants. In the case of a corporation, the President or Vice-President of the company must sign where indicated and if he/she is also an applicant, he/she must sign on the line for Signature of Applicant as well.

1.4 The actual owner of the proposed licensed premises must sign the Owner of the Licensed Premises section and, unless a Power of Attorney form is submitted, a real estate agent, etc. may not sign this section.

1.5 In accordance with Section 9-103 of Article 2B of the Annotated Code of Maryland, we may require certification from the local zoning authorities indicating your premises is properly zoned for the operation of a catering alcoholic beverage business.

1.6 Section 6-701 (j)(I) of Article 2B of the Annotated Code of Maryland requires that "A holder of a SCAT license shall have at least one individual on-site who has been certified by an alcoholic awareness program that is certified by the State Comptroller".

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