



BOARD OF
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Worcester County

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GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863

www.co.worcester.md.us/departments/drpl/liquor-licensing

ATTORNEY
W. HANK FISHER, III
LIQUOR LICENSE ADMINISTRATOR
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TO: Worcester County Alcoholic Beverage Licensees
FROM: April R. Payne, Liquor License Administrator
DATE: December 10, 2025
SUBJECT: Renewal of Alcoholic Beverage Licenses

Pursuant to the Alcoholic Beverages Article, Section 4-404 of the Annotated Code of Maryland, this serves as notice that your Alcoholic Beverage License expires at midnight on April 30, 2026. Renewal applications will be accepted from March 1, 2026, until March 31, 2026.

Renewal Application Instructions

- 1. Access the Liquor License Page**
 - Go to the Board of License Commissioners Liquor Licensing webpage:
www.co.worcester.md.us/departments/drpl/liquor-licensing
- 2. Locate Renewal Application Information**
 - Navigate down to the section title ***Renewal of Alcoholic Beverage Licenses***.
 - This section contains the electronic renewal application and any additional required forms.
- 3. Complete the Renewal Application & Forms**
 - Open the electronic renewal application form.
 - Fill in all **required fields fully and accurately**.
 - Open and complete any additional forms that apply to your license. (e.g., *limited liability affidavit(s)*, *stockholder affidavit(s)*, and *Maryland tax compliance affidavit*).
- 4. Print Application & Forms**
 - Print the completed electronic renewal application.
 - Print all additional required forms. (e.g., *limited liability affidavit(s)*, *stockholder affidavit(s)*, and *Maryland tax compliance affidavit*).
 - Once all information has been completed it is suggested that the application and affidavit(s) be saved on your computer for future reference.
 - Note: ALL FORMS MUST BE PRINTED BEFORE SUBMISSION**
- 5. Signatures & Notarization**
 - Obtain all licensee(s) signatures required on application, affidavit(s), and property owner(s).
 - Obtain all required notarization for all signatures. Please review that all signatures are properly notarized and bear the official seal; *licensee(s)*, *affidavit(s)*, and *property owner(s)*.

6. Documents Required with Renewal Application

- **Worcester County Health Department Certificate:** (WCHD): Contact WCHD at (410) 352-3234 to determine if an inspection is needed. *(Submit with application)*
- **Fire Inspection Certificate:** Contact Worcester County Fire Marshal at (410) 632-5666, or Town of Ocean City Fire Marshal at (410) 289-8780 for inspection. Once the fire inspection is complete, and all fees have been paid in full, the respective Fire Marshal's Office will electronically send to our office.
- **Lease Agreement:** Provide a copy of the current lease if lease terms have changed. *(Submit with application)*
- **Ownership Affidavits:** Stockholder Affidavit(s) or Limited Liability Membership Affidavit(s)

7. Prepare Payment

- Refer to Renewal Fees for Retail Alcoholic Beverage License *(Fee Chart on license page)*
- Select your payment method:
 - Check *(Payable to Worcester County)*
 - Online Payment: www.doxo.com/bill-pay/worcester-co-liquor-renewal-application (DOXO) credit/debit transactions incur a 3.99% surcharge, no fee for (ACH) linked bank account payments. *(Link is also found on license page)*
- **Important:** Renewal applications will not be processed until the renewal fee is received

8. Submit Renewal Application

- Submit by mail or in person. Electronic submissions are not accepted.
- Ensure the Package includes:
 - Printed Renewal Application form
 - All required supporting documents
 - Confirmation of payment method *(If paying online, retain DOXO payment confirmation)*

9. Track and Confirm

- If mailing, consider using a trackable service for delivery.
- Follow up promptly on any missing inspections or documents.

10. Late Filing Policy

- In accordance with the provisions of the Alcoholic Beverages Article, Section 33-1802 applications filed after **March 31st** can be accepted during April.
- A **late fee of \$50 per day** applies for each day after March 31st.

Tips to Avoid Renewal Application Delay:

- **Schedule Inspections Early:** Fire & Health Inspections can require lead time; book them as soon as possible.
- **Check Renewal Application:** Ensure all fields are completed accurately. *(e.g., tax number, licensees, and addresses, etc.)*
- **Check Signatures:** Ensure licensee(s), affidavit(s), and property owner(s) have signed, and each signature is officially notarized.
- **Payment(s):** Ensure you have paid the correct renewal fee, and enclosed additional fees for changes. *(see fee charts)*

Support Numbers

- **Worcester County Health Department:** (410) 352-3234
- **Worcester County Fire Marshal:** (410) 632-5666
- **Town of Ocean City Fire Marshal:** (410) 289-8780
- **Licensing Office:** Contact the office at (410) 632-1908 (Option #6), if you have any questions regarding the renewal process.

Due to recent email scams by an individual impersonating a County employee alleging that unanticipated fees are owed, please know that the Board of License Commissioners will never require payment by wire transfer. If you receive such an email or call, contact our office directly at 410-632-1908, (Option #6) and staff will be glad to assist you.