



## ABC MANAGER LICENSE

### OVERVIEW

On-Premises Retailers, Off-Premises Retailers, and Manufacturers with an On-Site Sales and Consumption endorsement must have the license holder or an ABC Manager on-duty and physically on-site to legally and sell alcohol.

If approved, ABC Manager Licenses are issued to and maintained by the person named in the application for the entire period. An ABC Manager License is not associated with or controlled by any venue even if paid for by a representative from that venue.

### ELIGIBILITY

Applicants must be at least 21 years of age. Board Orders and Settlement Agreements apply and may affect eligibility. Additional eligibility conditions are detailed in *DC Official Code Title 25: Alcoholic Beverage Regulation Administration* and *DC Municipal Regulations Title 23: Alcoholic Beverages*.

Applications must be submitted timely and approved the Alcoholic Beverage Control (ABC) Board. ABRA staff cannot approve or issue licenses independently. ABC Manager Licenses are not subject to a 45-day public comment period.

### FEES AND VALID PERIOD

Permanent ABC Manager Licenses are valid for three (3) years from the date of issuance.

Temporary licenses valid for 30 days may be issued to applicants needing to complete an alcohol awareness training course or 90-days for applicants whose police clearance report(s) are pending. If required documents are not submitted within the specified period, all monies will be forfeited and the license application will be voided.

The non-refundable fee per licensure period is \$390. Accepted methods of payment include check, cashier's check, money order, or credit card. Checks must be addressed to the "DC Treasurer". Online payments are accommodated upon request.

### INSTRUCTIONS

Complete all fields and attach all required documents. Enter "N/A" if questions are not applicable. Enter "Attached" in fields requesting a document. Enter "To be provided" in fields where a required document is permitted to be submitted separately within the specified period.

Submit application packets by email to [ABCA.ManagersLicensing@dc.gov](mailto:ABCA.ManagersLicensing@dc.gov) or mail/in-person to ABRA, 2000 14th Street NW, 400 South, Washington, DC 20009. A drop box is located outside the lobby.

### REQUIRED DOCUMENTS

The following documents must be included with the application to be considered for a permanent license. A temporary license valid may be issued

- 1. Personal Information Release Authorization Form | Sole Proprietors, Partners, Corporate Officers, Directors, Managing Members, and General Partners Only**  
[Brief description ]

**2. Individual Clean Hands Certificate | All Applicants**

Certificates, issued by the District's Office of Tax and Revenue, must be dated no earlier than 30-days prior to the application submission date. Certificates may be obtained at [mytax.dc.gov](https://mytax.dc.gov). Direct questions to [cleanhands.cert@dc.gov](mailto:cleanhands.cert@dc.gov).

**3. Police Clearance Report(s) | All Applicants**

DC residents must provide report from the District's Metropolitan Police Department (MPD) or an approved third-party service provider. Non-DC residents must provide either (A) One (1) report from MPD and one (1) report from their jurisdiction of residence or (B) one (1) report from an approved third-party service provider.

**4. Court Disposition | As Applicable**

Applicants with a misdemeanor or felony conviction within five (5) years of the application submission date must include a copy of the relevant court disposition.

**5. Alcohol Awareness Training Certificate | All Applicants** must submit a certificate of completion from an ABC Board approved provider dated within six (6) months from the application submission date.

License No.	Date Accepted	Accepted By	Hearing Date
Fees Paid \$	From	To	Issue Date
			From
			To
Date Approved by ABC Board	Board Initials		
Date Denied by ABC Board	Board Initials		



## ABC MANAGER APPLICATION

### APPLICATION TYPE

<input type="checkbox"/> New	<input type="checkbox"/> Renewal (Enter License No. _____) <input type="checkbox"/> Name change since previous licensure period. Previous name _____
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### APPLICANT/LICENSEE INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ License No. (If applicable) \_\_\_\_\_

Address change since previous licensure period. Previous address \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes (If yes, you must provide a copy of one (1) of the below documents.) <input type="checkbox"/> U.S. Passport   No. _____ Exp. _____ <input type="checkbox"/> U.S. Certificate of Naturalization/Citizenship   No. _____ Exp. _____ <input type="checkbox"/> Permanent Resident Card   No. _____ Exp. _____ <input type="checkbox"/> Work Permit   No. _____ Exp. _____ <input type="checkbox"/> Visa   No. _____ Exp. _____	<input type="checkbox"/> No
Have you ever: Received or applied for any alcohol license in DC or U.S. state or territory?	<input type="checkbox"/> Yes (If yes, attach a detailed explanation)	<input type="checkbox"/> No
Had an alcohol license suspended or revoked?	<input type="checkbox"/> Yes (If yes, attach a detailed explanation)	<input type="checkbox"/> No
Been convicted of a misdemeanor or felony within the previous five (5) years?	<input type="checkbox"/> Yes (f yes, attach a copy of the court disposition and detailed explanation.)	<input type="checkbox"/> No
Do you have operational control over or serve in a managerial capacity for an alcohol licensed venue in DC?	<input type="checkbox"/> Yes (If yes, attach a detailed explanation and specify the trade name, license number, and if the venue is owned by yourself and/or an immediate family member?)	<input type="checkbox"/> No

### CERTIFICATION

I hereby certify that I have obtained and read Title 25 of the DC Official Code and Title 23 of the DC Municipal Regulations. I understand that I will be held responsible for complying with the laws and regulations contained in them. I, certify, under penalty of perjury, that the statement in the foregoing are true and correct.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



## PERSONAL INFORMATION RELEASE AUTHORIZATION

Failure to complete this form may result in processing delays and/or may result in the license being denied.

- I authorize any agent from the Alcoholic Beverage Regulation Administration (ABRA) to obtain any information relating to my activities from employers, criminal justice agencies, financial or lending institutions, credit bureaus, consumer reporting agencies and retail business establishments, or individuals. This information may include, but is not limited to, my residential, personal, or criminal history record and financial and credit information.
- I further authorize release of my criminal history from criminal justice agencies for the purposes of determining my eligibility for a liquor license as either a licensee and/or investor. I understand that the information released is for official use by ABRA, and that these users may re-disclose this information as authorized by law.
- I release any individual, including records custodians, from all liability for damages that may result to me because of compliance, or any attempts to comply, with this authorization. This release is binding, now and in the future, on my heirs, assignees, associates and personal representative(s) of any nature. Copies of the authorization that show my signature are as valid as the original release signed by me.

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Signature

Date

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First Name

Middle Initial

Last Name

---

Street Address

City

---

Email

Mobile

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SSN (If no SSN, enter "N/A")