



## **ALCOHOLIC BEVERAGE LICENSE CLASS CHANGE INSTRUCTIONS**

License class determines the kinds of alcoholic beverages an establishment is permitted to sell. Two license classes allow the sale of beer, wine and spirits, and the other license classes only permit beer and wine. The license classes are the following:

- Class A off-premises consumption: beer, wine and spirits;
- Class B off-premises consumption: beer and wine only;
- Class C on-premises consumption: beer, wine and spirits; and
- Class D on premises consumption: beer and wine only.

License classes A and C permit the sale of spirits. Licenses classes B and D only allow for the sale of beer and wine. The other determining factor of a license is whether the establishment is classified as on-premises or off-premises for alcohol consumption. A store, class A and B, is considered an off-premises establishment and may only sell alcoholic beverages in sealed containers for off-premises consumption. A tavern, restaurant, hotel or nightclub, class C or D, is considered an on-premises establishment.

### **APPLICATION**

Complete all sections of the application. If a section does not apply, write “not applicable”. The term “applicant” in this application designates the person in whose name the license will be issued if the application is approved. An applicant who wants to designate another individual to pick up the license must submit a written authorization to ABRA. An applicant must be at least 21 years of age and provide a valid government issued form of identification. Applications with ABRA must be submitted by email or in person at:

- 899 North Capitol Street NE, Suite 4200-B, Washington, DC 20002.
- Office Hours: 8:30 a.m.-4:00 p.m., Monday-Friday

### **FEES**

Once approved, your licensing specialist will provide you with the correct class change fee that is due. Payment for the license can be made in the form of a cashier’s check, certified check, business check, attorney’s check, personal check or money order. A check or money order must be payable to the D.C. Treasurer. Payment may also be made by Visa, MasterCard, Discover or American Express.



## Class Change Application

### OFFICIAL USE ONLY

Date Accepted:				Accepted by:			
Fees Paid: \$	From:	To:	Issue Date:	From:	To:		
Date Approved by Board: / /	Initial: →						
Date Denied by Board: / /	Initial: →						

### TO BE COMPLETED BY APPLICANT

1. Licensee Name (Last, First, Middle):		2. Current License Class:		3. Proposed License Class:	
4. Entity/Trade Name:			5. License Number:		
6. Address:		City:		State:	Zip Code:
7. Telephone Number:			8. Email:		

If applicant is a Sole proprietor, the individual must sign, if Partnership, each partner must sign, if Corporation, President or Vice President must sign, if LLC, managing member must sign the below certification.

**7. "Certification: I hereby certify under penalty of perjury that the information in this application is true and correct. I also certify that the above licensee is the true and actual owner of the business." Print your name and have your signature notarized.**

Print Name: _____	Subscribed and sworn to before me _____	My commission
Signature _____	on this ____ day of _____, 20__.	Notary Public Expires on _____
Print Name: _____	Subscribed and sworn to before me _____	My commission
Signature _____	on this ____ day of _____, 20__.	Notary Public Expires on _____
Print Name: _____	Subscribed and sworn to before me _____	My commission
Signature _____	on this ____ day of _____, 20__.	Notary Public Expires on _____

<b>8. In what language do you need vital documents translated?</b>
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