

## ✓ Ask Questions

Licensees that have questions about renewals can contact ABRA's Licensing Division by:

- Emailing [abc@dc.gov](mailto:abc@dc.gov); or
- Calling (202) 442-4423.

## Quick Tips for Class B Off-Premises Retailers and Wholesalers

All renewal applications are subject to the review and approval of the Alcoholic Beverage Control Board (Board).

ABRA performs regulatory inspections a minimum of twice per year at each alcohol-licensed establishment.

Establishment owners and ABC managers are required to carry and show a valid ID upon the request of any ABRA investigator or member of the Metropolitan Police Department.

An owner or ABC manager must be on the premises of an establishment when alcohol is being sold, delivered, served or consumed.

A wholesaler or retailer must obtain a tasting permit in order to provide samples of products to staff or licensees.

Visit [abra.dc.gov](http://abra.dc.gov) for wholesaler or class B retailer quick guides, notices of public hearings, Board orders and more.

Stay informed! Sign up for ABRA's email updates at [abra.dc.gov](http://abra.dc.gov).



The Alcoholic Beverage Regulation Administration (ABRA) issues and renews alcohol licenses to qualified businesses in the District of Columbia. Licensees are required to renew licenses every three years with the same types of licenses expiring on the same date.

All class B off-premises retailers and wholesalers are due to renew licenses by Oct. 2, 2017.

Licensees have the option to pay licensing fees for one, two, or three years at the time of renewal.

Learn more in ABRA's renewal brochure.

## 2017 RENEWAL CHECKLIST: Class B Off-premises Retailers & Wholesalers

[abra.dc.gov](http://abra.dc.gov)  
202.442.4423

 /ABRADC  
 @dcGov\_ABRA

# Alcoholic Beverage Regulation Administration (ABRA)

## LICENSE RENEWALS DUE

All class B off-premises retailers and wholesalers in the District are due to renew alcohol licenses by:

- **Monday, Oct. 2, 2017.**

Licenses should ensure they complete the following during the renewal season.

### ✓ CHECK YOUR MAIL

ABRA mails renewal notices to licensees' mailing addresses on file in mid-August. Contact ABRA if you have not received your renewal notice by the end of August. Licensees must return the renewal application that is received in the mail.

### ✓ RENEW IN PERSON

License renewals must be done in person at ABRA's office during business hours:

- 8:30 a.m.-4 p.m., Monday-Friday.
- 2000 14th St., NW, 4th Floor, Suite 400 South Washington, DC 20009.

Renewals can be done any time after receipt of the renewal packet and before the Oct. 2, 2017 deadline. Provide the following at the office:

- Completed renewal application and all required documentation.

- Completed and printed Certificate of Clean Hands available on [otr.cfo.dc.gov](http://otr.cfo.dc.gov). The certificate should be submitted with the renewal application and all other required documentation.
- Government-issued ID.

### ✓ SETTLEMENT AGREEMENT

During the renewal period, a licensee that has had a settlement agreement in place for at least four years has the option to apply to amend or terminate the agreement. To do so:

- Follow all of the instructions and complete the Settlement Agreement Termination form.
- File the form at the same time you file your renewal application or no later than the Oct. 2, 2017 deadline.
- The request is subject to the review and approval of the Alcoholic Beverage Control Board (Board).

### ✓ MAKE PAYMENTS

License fees may be paid by:

- Visa, MasterCard, check, certified check, money order or cashier's check.
- Checks must be made payable to the DC Treasurer.

- Any applicant with outstanding fines or payments to ABRA or another District agency will need to complete payment before the renewal application can be processed.

### ✓ DON'T BE LATE - RENEW EARLY

In order to avoid long lines, licensees are encouraged to submit renewal applications to ABRA as early as possible. Renewal applications not returned by deadline will be subject to a late fee of \$50 per business day—not to exceed the cost of the license—and cancellation.

### ✓ POST RENEWAL PLACARDS

After the renewal application is received and processed:

- ABRA will issue two renewal placards to the applicant.
- Both placards will need to be posted on the licensed establishment in a place that is visible to the public for 45 days.
- During the 45-day placard period, a renewal application could be protested. Protested applications need to be resolved before the license is renewed.

All applications are subject to the review and approval of the Board.