

## **MARYLAND CONTACT FOR WASHINGTON COUNTY MARYLAND**

(1) Should any person apply for or renew an alcoholic beverage license and they are NOT a resident of Maryland, then that person must designate a Maryland Resident Contact.

**(2) The purpose of the Maryland Contact is to accept service of process from the Washington County Liquor Board (the “Board”) on behalf of the Washington County liquor license holder(s) (“Licensee”).**

(a) Once the Maryland Contact is served the licensee has been officially notified.

(3) The Maryland Contact must be one of the four below and must have a Maryland physical address.

(1) Maryland Attorney \*\*

(2) Maryland Licensed Insurance Broker \*\*

(3) Maryland Certified Public Accountant \*\*

(4) A Corporate Officer of their Company with a resident residing in Maryland.

\*\* They must be registered with the Maryland Department of Assessments and Taxation (“SDAT”).

(a) A Maryland Attorney, Licensed Insurance Broker, Certified Public Accountant, and a Corporate Officer with a resident residing in Maryland that is registered with SDAT may serve as the Maryland Contact for multiple Licensees in Washington County, Maryland.

(4) The Maryland Contact is required to complete a form provided by the Board for a new license application, a transfer application and yearly with the Licensee's annual renewal application.

(5) The Maryland Contact must notify the Board if it ceases to serve as the Maryland Contact for a specific Licensee.

(a) It will be the Licensee's responsibility to notify the Board of a new Maryland Contact within seven days or be subject to a fine or a fine and suspension of license.

(6) The Maryland Contact is not required to have any financial interest in the Licensee or the licensed establishment.

(7) The Maryland Contact is not required to complete Alcohol Awareness training or Crowd Control training.

## **(6) Licensee Responsibility:**

(1) The Licensee must submit the completed form referenced in Section (4) above along with a new license application, a transfer application and yearly with their renewal application.

(2) The Licensee is responsible to ensure that the Maryland Contact's information is current and accurate, and they are to notify the Board of any changes within 7 days.

(3) If at any time, the Maryland Contact is unable to be reached, the Licensee may receive a fine or a fine and suspension. Multiple offenses may result in a fine and revocation of your alcoholic beverage license.