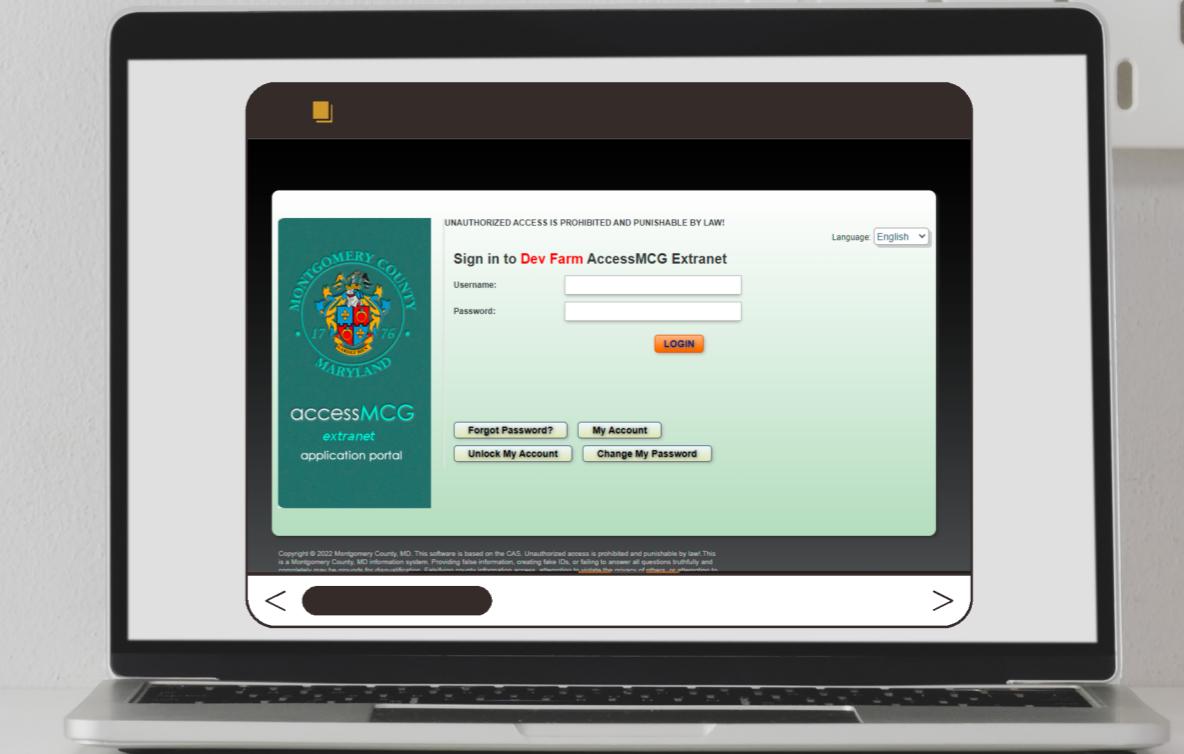


MONTGOMERY COUNTY
ALCOHOL BEVERAGE SERVICES

Online Renewal Video



Requirements

Locate Account Number



MONTGOMERY COUNTY
MARYLAND
Department of Liquor Control

Report Date: 16-NOV-2015
Page 1 of 1

Ship Date 16-NOV-15 Total Cases: 30 Total Weight: 900 LB DLC Internal Trip Reference No:

Ship From: WHS DLC Warehouse 201 Edison Park Drive Gaithersburg, MD 20878

Ship To:

Customer Number: **1054321**

Customer No: 1054321
Phone No:
FOB: CUSTOMER SITE
Pay Terms: IMMEDIATE

Customer Number

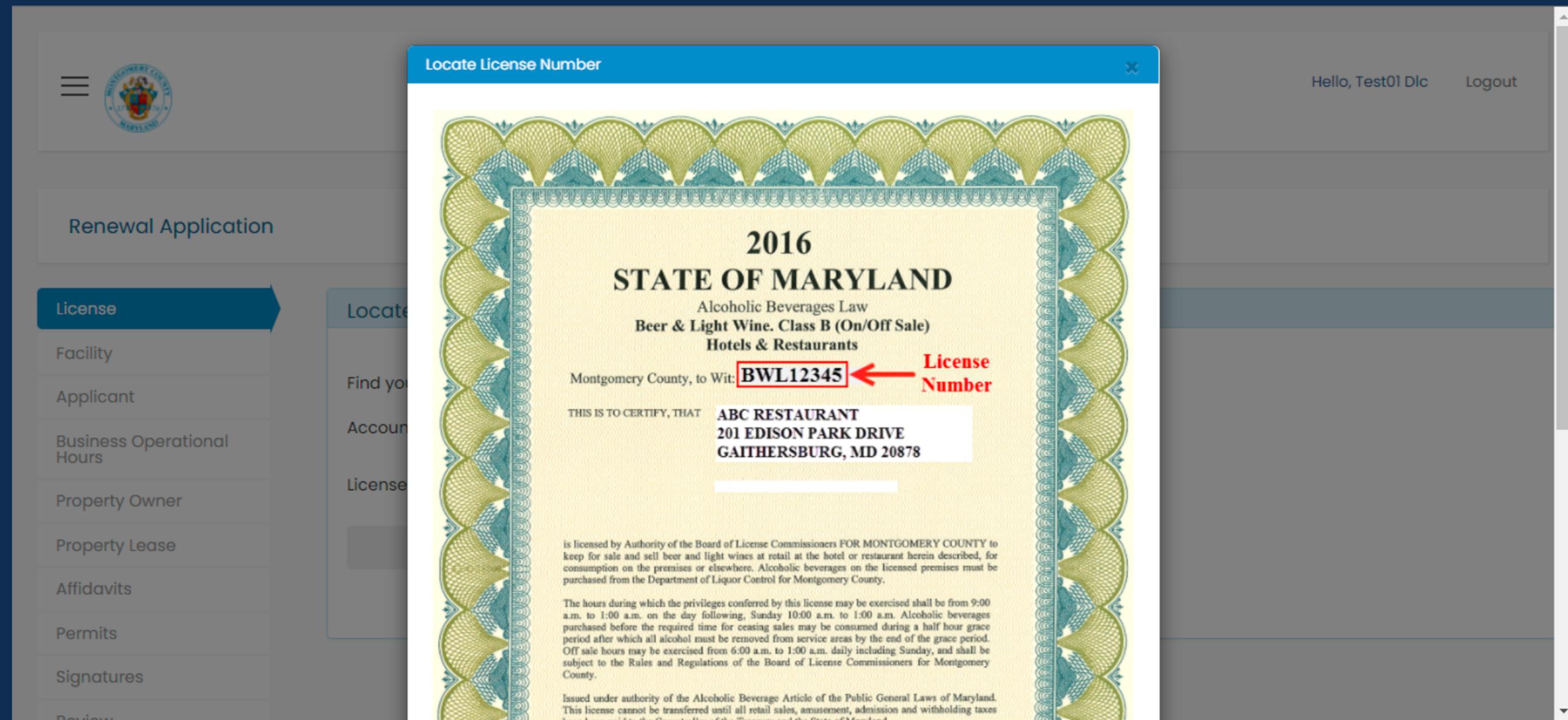
Barcode

Cases	Item	Description	Delivery No (Payment Ref No)	Order #	Ordered By	Wholesale (Case)	Discount	Keg Charge	Net Case	Bottle	Net Price
-------	------	-------------	------------------------------------	---------	------------	---------------------	----------	---------------	-------------	--------	-----------

Close

Account Number

Found in alcohol invoices



**License Number
Found in your license**

Accessing Your Account



Search

Retail ▾ Licensees ▾ Suppliers ▾ Licensure ▾ Regulation ▾ Education ▾ In the News ▾ FAQ ▾ Contact Us ▾

Online Licensing System

The renewal period for 2022 is February 1 through March 31. Learn how to apply online with the [Online License Renewal Guide](#).

If you have an account with iStore, use the same username and password to log on to the Online Licensing System.
If you do not have an account with iStore, please create a new account to access the Online Licensing System.

[Create New Account](#)

[Access Online Licensing System](#)

Have questions or need additional support?

Call 240-777-1999 or send email to ABSLicensing@MontgomeryCountyMD.gov

Act responsibly when consuming alcoholic beverages!

201 Edison Park Drive, Gaithersburg, MD 20878

240-777-1900 ABS@montgomerycountymd.gov

javascript:void(0);

- 1) To access the Online Licensing System, you'll need to have an online account. If you already have an account click on "Access Online Licensing System".
- 2) If you do not have an account, click on "Create New Account".



Search My Business

AccessMCG Extranet Account Self Service

Language: English

Read this First: If you received a temporary userId and password from the County (e.g., Ex-Employee, Supplier), please click [here](#).

If you are registering for **personal, individual purpose** and not for business purpose:

Please select one of the options below that best describes your activities with the County.

Your Role	
<input type="radio"/> Individual	Individual
<input type="radio"/> Student	Student
<input type="radio"/> Volunteer	Volunteer
<input type="radio"/> Former County Employee	Former County Employee

[Select Individual Role](#)

If you are registering for **business purpose**, please Search and Select Your Business/Company

Business/Company to search * Min 3 letters of the business name

[Search](#) [Clear](#) [Cancel](#)

[Let Me Enter Company Details](#)

- 3) Make sure you click on "Individual" as your role.
- 4) Fill out the information required and create your account. You will login and be able to start the renewal process.

Starting the Renewal

Renewal Application

License

Facility

Applicant

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

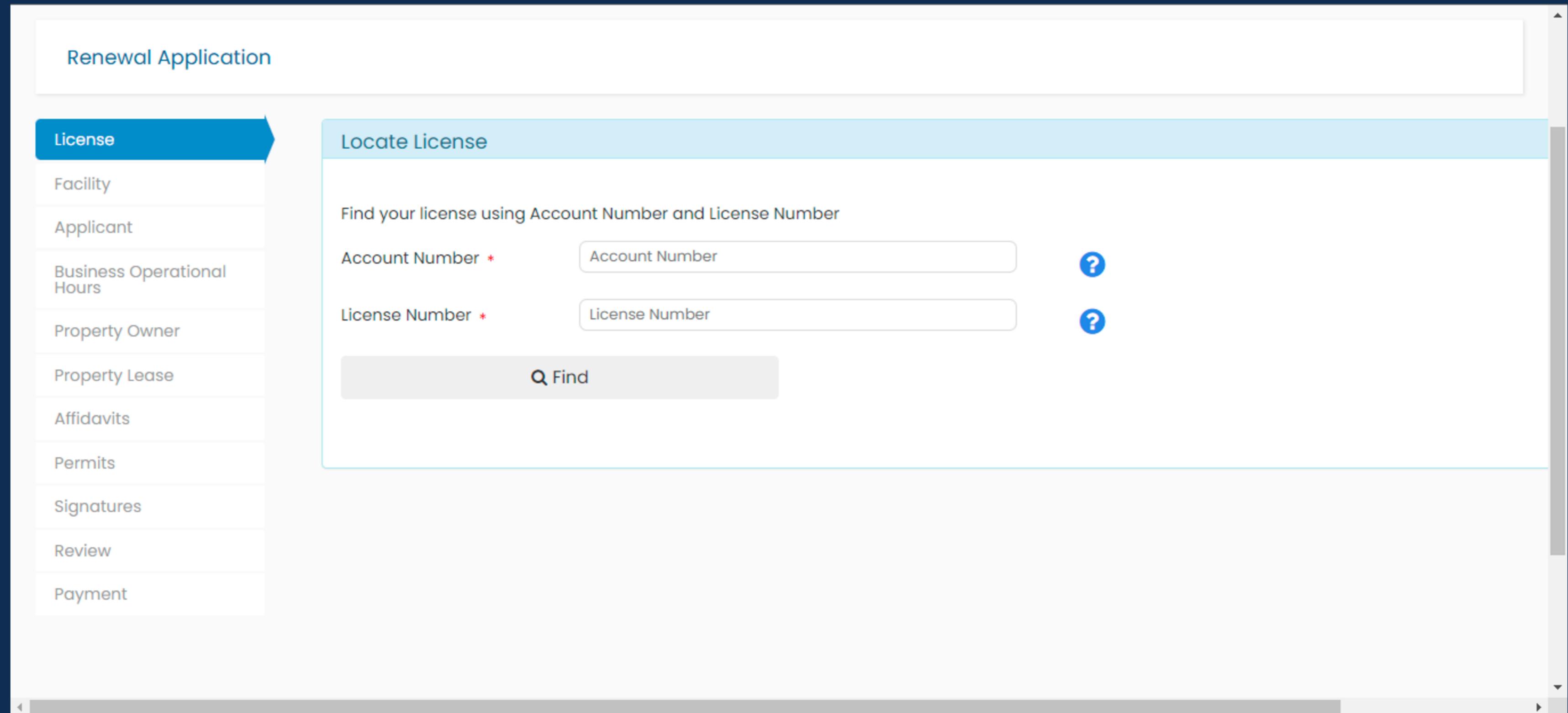
Payment

Locate License

Find your license using Account Number and License Number

Account Number * Account Number ?

License Number * License Number ?



- 5) Insert Account Number and License Number.
- 6) Click "Find" to proceed. You may save your application and return to it later, but the same user must return to complete the application.

Renewal Application

License 

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Locate License

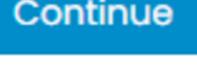
Facility

Account Number **756356**

License Number **BBWLHR756356**

Facility Name **Our Family Restaurant**

Facility Address **201 EDISON PARK DR, GAITHERSBURG, MD, 20878**

 Cancel Renewal  Continue

- 7) Verify information. Each license needs its own renewal application.
- 8) Click Continue to proceed.

Facility

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Facility Details

Facility Trade Name *

Our Family Restaurant

Restore Original

If the address of your facility has moved or will move, you must apply for a transfer of location.
Call 240-777-1999 or visit our Licensing page.

Street

201 EDISON PARK DR

City

GAITHERSBURG

State

Maryland

Zip Code

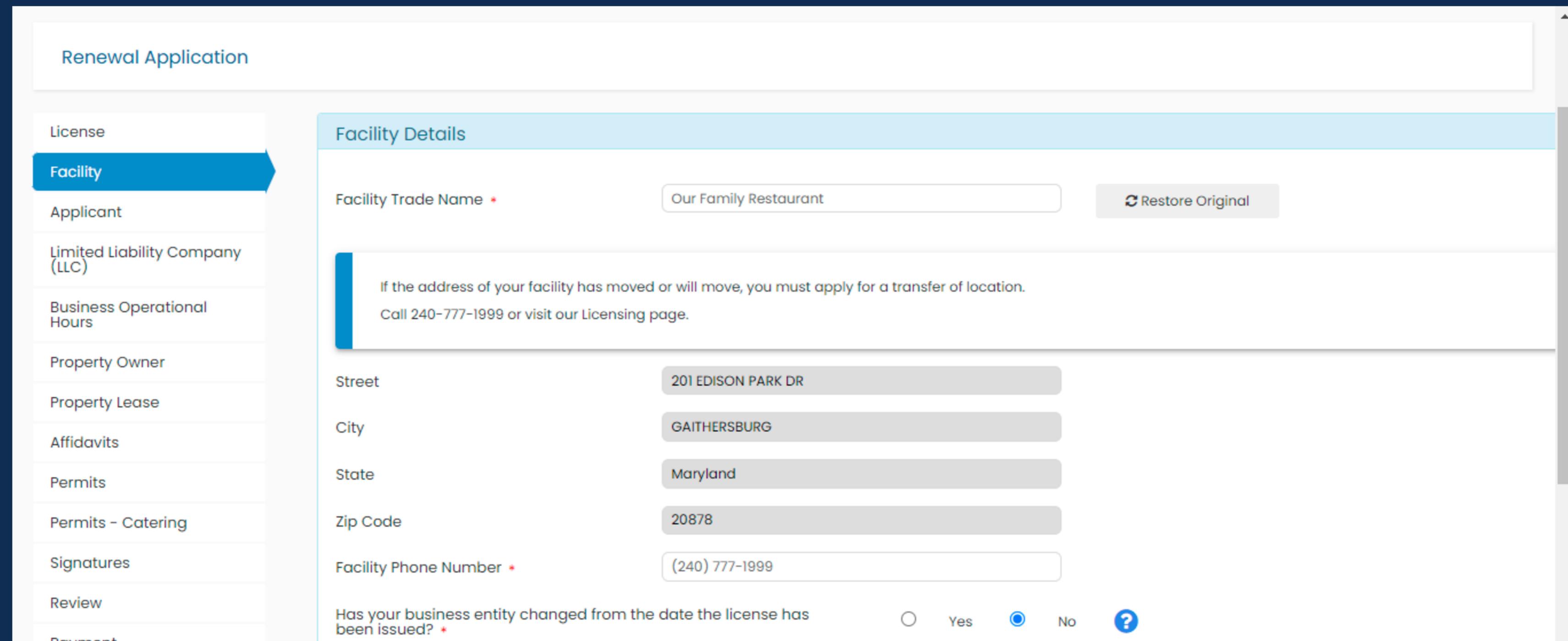
20878

Facility Phone Number *

(240) 777-1999

Has your business entity changed from the date the license has been issued? *

Yes No ?



9) Verify Facility Information. If a facility has moved, you must apply for a transfer of location by calling 240-777-1999 or visiting our Licensing page.

Property Lease
Affidavits
Permits
Permits - Catering
Signatures
Review
Payment

Street: 201 EDISON PARK DR
City: GAITHERSBURG
State: Maryland
Zip Code: 20878
Facility Phone Number *: (240) 777-1999

Has your business entity changed from the date the license has been issued? * Yes No [?](#)

Type of Business Entity * [?](#)

[Save as Draft](#) [Save and Continue](#)

Limited Liability Company (LLC)
Select One
Corporation
Limited Liability Company (LLC)
Partnership
Individual

Montgomery County Government All Rights Reserved.

10) Select your facility's entity. If you have changed entities, you must apply for a transfer of ownership by calling 240-777-1999 or visiting our Licensing page.

Applicant

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Applicant Details

List all applicants to be included on the alcohol license

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Existing Applicant	Edit Delete
KATHERINE ANDERSON	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Existing Applicant	Edit Delete
PIL CHUNG	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Existing Applicant	Edit Delete

Save as Draft **Save and Continue**

11) Verify information for current license holders by clicking Edit. You must click Edit for each applicant even if the information has not changed.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Applicant's First Name

Applicant's Last Name

Is the applicant an Authorized Person?

Applicant's Contact Information

Email Address/Phone Number is correct Yes No

Email Address

Home Phone

Mobile Phone

Applicant's Primary Residence Address

Home address is correct Yes No

Street

City

State

Actions

Edit

Edit

Edit

12) To confirm information, click Yes on all fields. If edits need to be made, click No and make edits. You may also add new people to the license.

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

+ Add New Applicant

Applicant Name	Address	Status	Actions
Resignation Letter			
Attach a Letter of Resignation for this Applicant			
<input type="button" value="Select files..."/>			
If you cannot provide a Letter of Resignation, call us at 240-777-1999 before proceeding.			
Documents Required			
LLC Minutes			
<input type="button" value="Select files..."/>			
<input type="button" value="?"/>			
<input checked="" type="button" value="✓ Update"/>		<input type="button" value="✗ Cancel"/>	

13) You may remove someone from the license by clicking "Delete". You will be required to upload a Letter of Resignation and a copy of the entity's minutes.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

Applicant Details

List all applicants to be included on the alcohol license

+ Add New Applicant

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Existing Applicant	Edit Delete
KATHERINE ANDERSON	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Existing Applicant	Edit Delete
PIL CHUNG	201 Edison Park Drive, Gaithersburg, Maryland, 20878	Removed	Cancel Removal View Lett

Save as Draft **Save and Continue**

14) If you would like to add a new applicant, click on "Add New Applicant". You will need to upload a copy of a government-issued ID and a copy of the entity's business minutes. New applicants will need to be fingerprinted. More information [here](#).

Business Entity

License

Facility

Applicant

Corporation

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Corporation Details

Corporation Name: Our Family Restaurant, LLC

Address: Street Name

City: City Name

State: Select

Zip Code: Zip Code

Corporation President Info

Corporation President Name: Corporation President Name

Corporation President Email: Corporation President Email

Corporation Structure

Incorporated under law of: Select

Month and year of incorporation: Month: Select, Year: Select

Authorized Capital: Authorized Capital

Number of shares authorized: Shares Authorized

Number of shares issued: Shares Issued

Corporation Ownership

Is Publicly Traded? Yes No

15) Enter the business entity's information. Each entity has its own required information. This is for a Corporation. Ownership must equal 100%.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Limited Liability Company (LLC) Details

LLC Name

Our Family Restaurant, LLC

Address

201 Edison Park Drive

City

Gaithersburg

State

Maryland

Zip Code

20878

LLC Structure

Incorporated under law of

Maryland

Month and year of incorporation

Month

July

Year

1951

15a) This is the information required for a Limited Liability Company (LLC). Ownership must equal 100%.

Renewal Application

License

Facility

Applicant

Partnership

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Partnership Details

Partnership Name: Our Family Restaurant, LLC

Address: Street Name

City: City Name

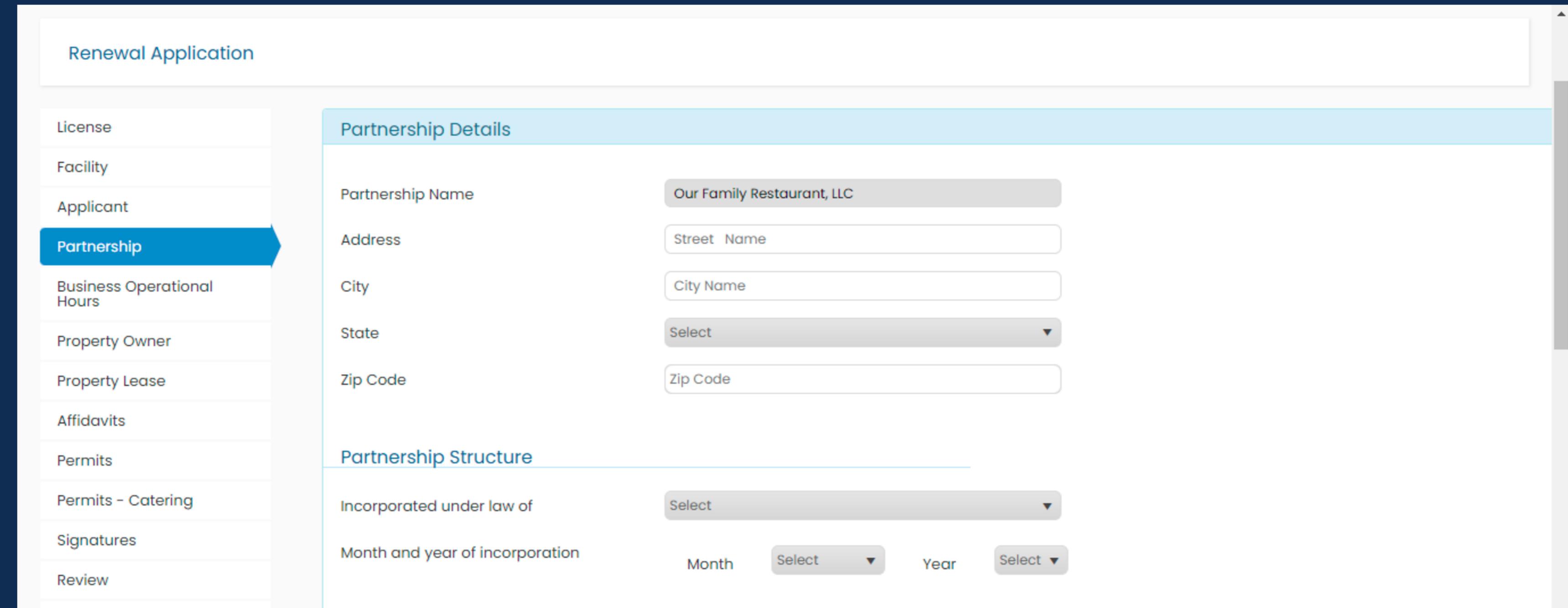
State: Select

Zip Code: Zip Code

Partnership Structure

Incorporated under law of: Select

Month and year of incorporation: Month Select Year Select



15b) This is the information needed for a Partnership. Ownership must equal to 100%.

Review

Payment

LLC Ownership

Has there been any change in the ownership structure of your organization? Yes No

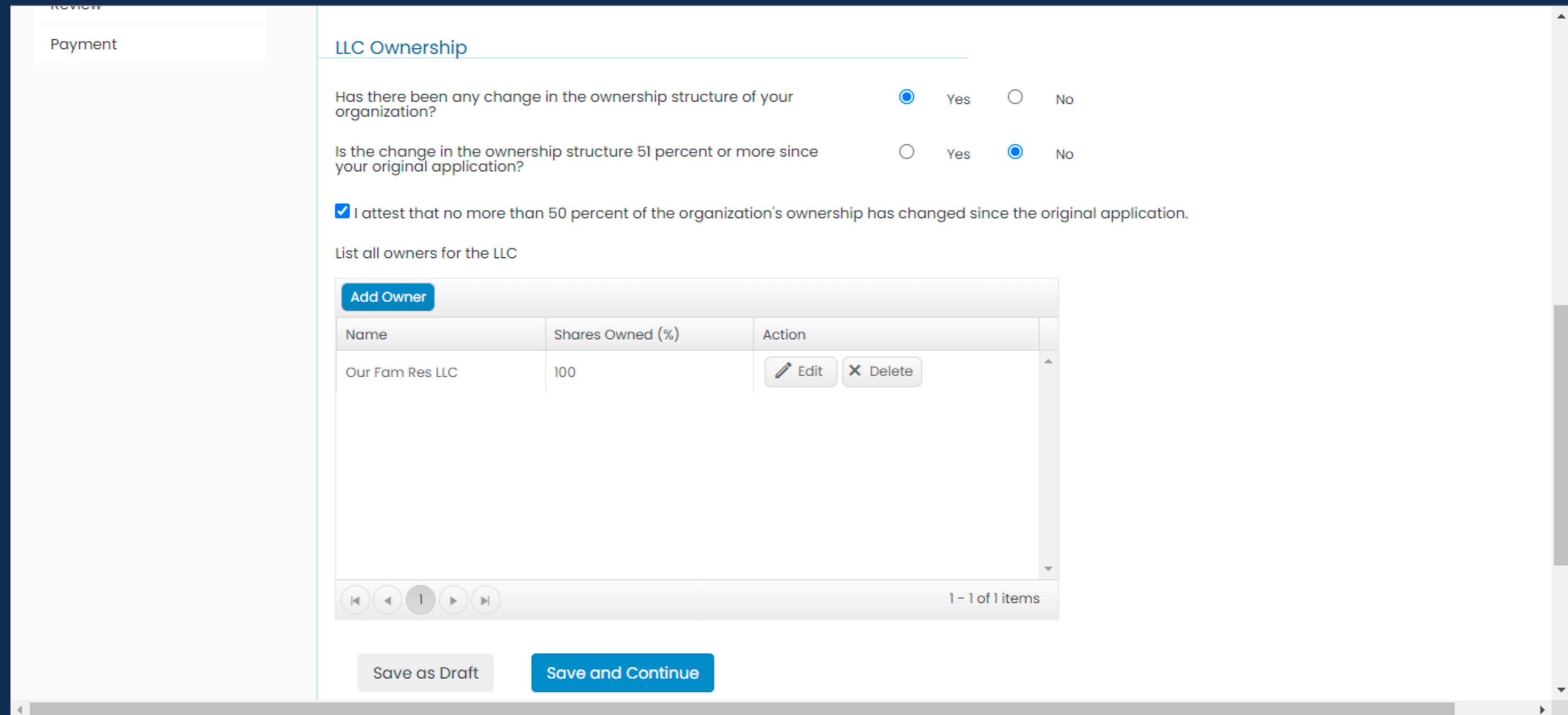
Is the change in the ownership structure 51 percent or more since your original application? Yes No

I attest that no more than 50 percent of the organization's ownership has changed since the original application.

List all owners for the LLC

Name	Shares Owned (%)	Action
Our Fam Res LLC	100	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items



16) Regardless of the entity you will need to Add Owner by clicking Add New. Multiple owners can be added.

Has there been any change in the ownership structure of your business? Yes No

Add Owner

Owner Information

Is the owner an Individual (person) or an Entity (corporation, LLC or partnership)?

Owner Name

Owner Street Address

City

State

Zip Code

Shares Owned (%)

Attach Ownership Chart for the Entity [?](#)

17) Add Owner Infomation. If ownership is through an Entity, an Ownership Chart must be uploaded.

Business Operations

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Business Operational Hours Details

Business Operational Hours

Days and hours business will operate

Day	From	To	Actions
Monday	Closed	Closed	Edit
Tuesday	10:00 AM	9:00 PM	Edit
Wednesday	10:00 AM	9:00 PM	Edit
Thursday	10:00 AM	9:00 PM	Edit
Friday	10:00 AM	10:00 PM	Edit
Saturday	9:00 AM	11:00 PM	Edit
Sunday	10:00 AM	8:00 PM	Edit

18) Add business hours by clicking Edit. If business is closed, choose the closed option. If your business closes after lunch and opens for dinner, indicate when the business opens first and when it closes last. All hours for all days must be submitted.

Signatures

Review

Payment

Saturday 9:00 AM 11:00 PM [Edit](#)

Sunday 10:00 AM 8:00 PM [Edit](#)

Manager Information

Add General Managers

Name	Is New Manager	Actions
No items to display		

Save as Draft [Save and Continue](#)

19) Scroll down to Add General Manager.

Sunday 10:00 AM 8:00 PM [Edit](#)

Review

Payment

Add General Manager

General Manager

General Manager Name: Manger One

Email Address: abslicensing@montgomerycountymd.gov

Mobile Number: (240) 777-1999

Is this a new manager? Yes No

New Manager needs to be fingerprinted.

Attach a government-issued ID [Select files...](#) [View Document](#) [?](#)

[Update](#) [Cancel](#)

Montgomery County Government All Rights Reserved.

20) Fill out the information for the General Manager. If the general manager is new, a government-issued ID must be uploaded and the manager must be fingerprinted.

Property Owner/Lease Information

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Property Owner Details

Property Owner's Name: Montgomery County Government

Address: 201 Edison Park Drive

City: Gaithersburg

State: Maryland

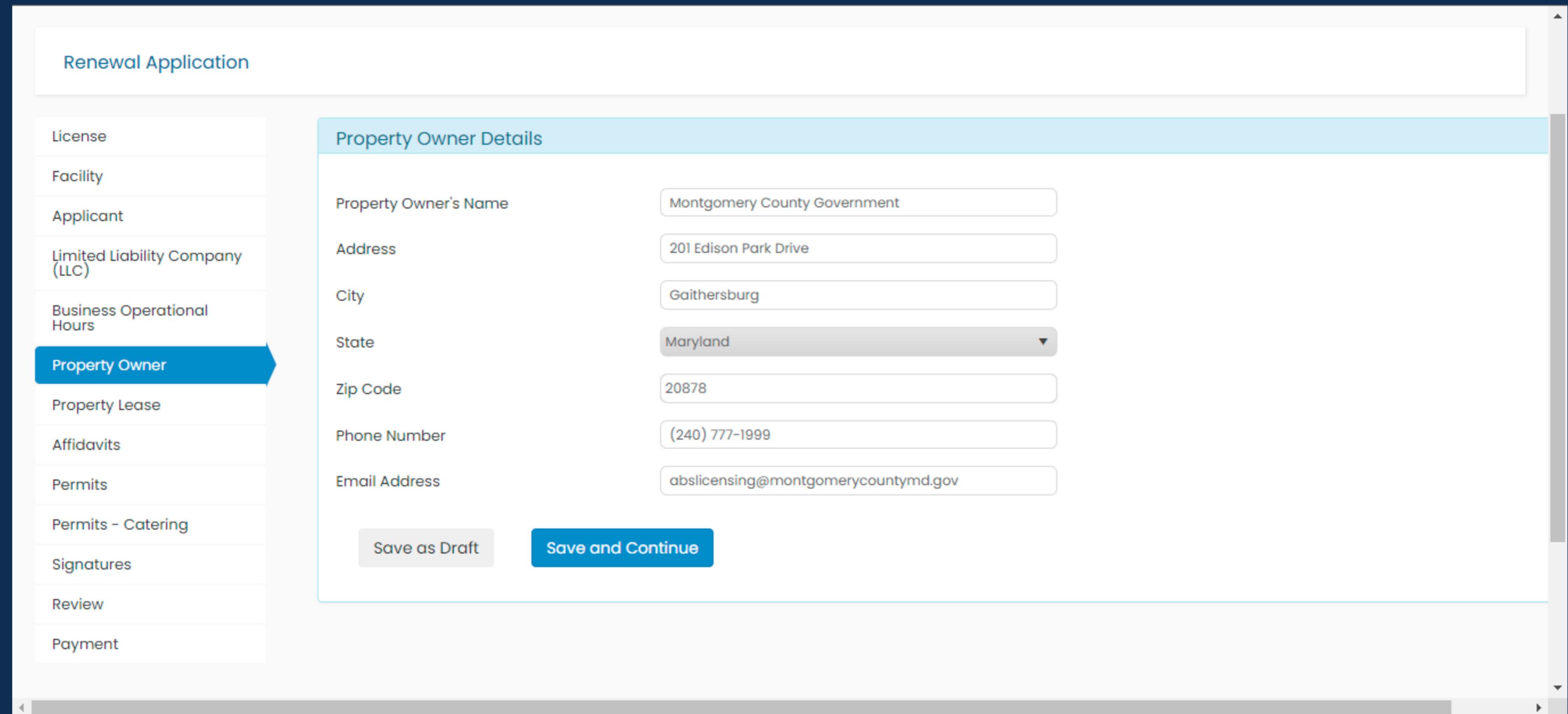
Zip Code: 20878

Phone Number: (240) 777-1999

Email Address: abslicensing@montgomerycountymd.gov

Save as Draft

Save and Continue



21) Add the Property Owner information and click save and continue.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Outdoor Cafe

Signatures

Review

Payment

Property Lease Details

Does your current lease run through or beyond April 30, 2023?

Yes No

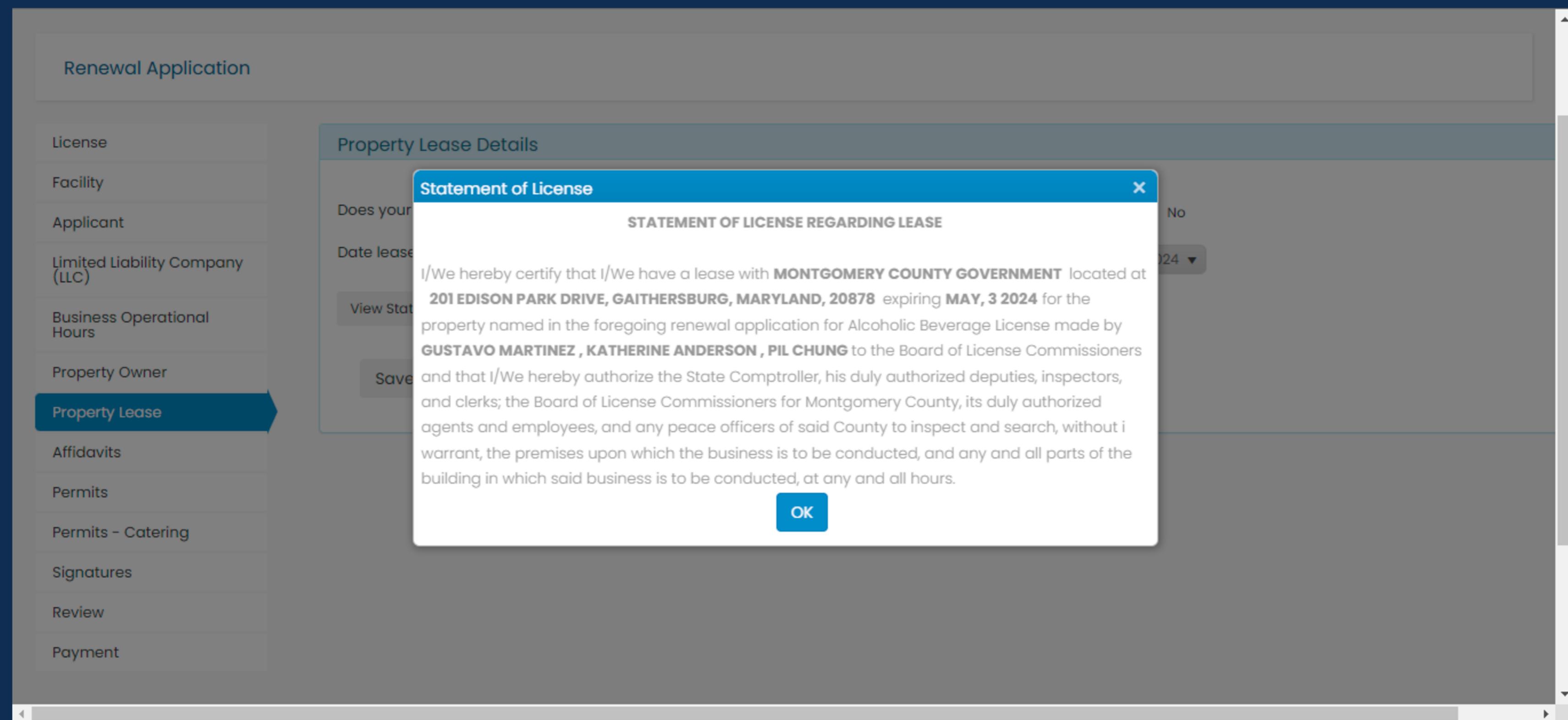
Date lease expires

Month: February Day: 2 Year: 2024

[View Statement of Licensee](#)

[Save as Draft](#) [Save and Continue](#)

22) Fill out the property lease information. Click on Statement of Licensee to confirm all the information. If you are the property owner, click "no". You'll be required to provide a signature.



Example of Statement of Licensee

Tax Affidavit

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Affidavit Details

Tax Affidavit

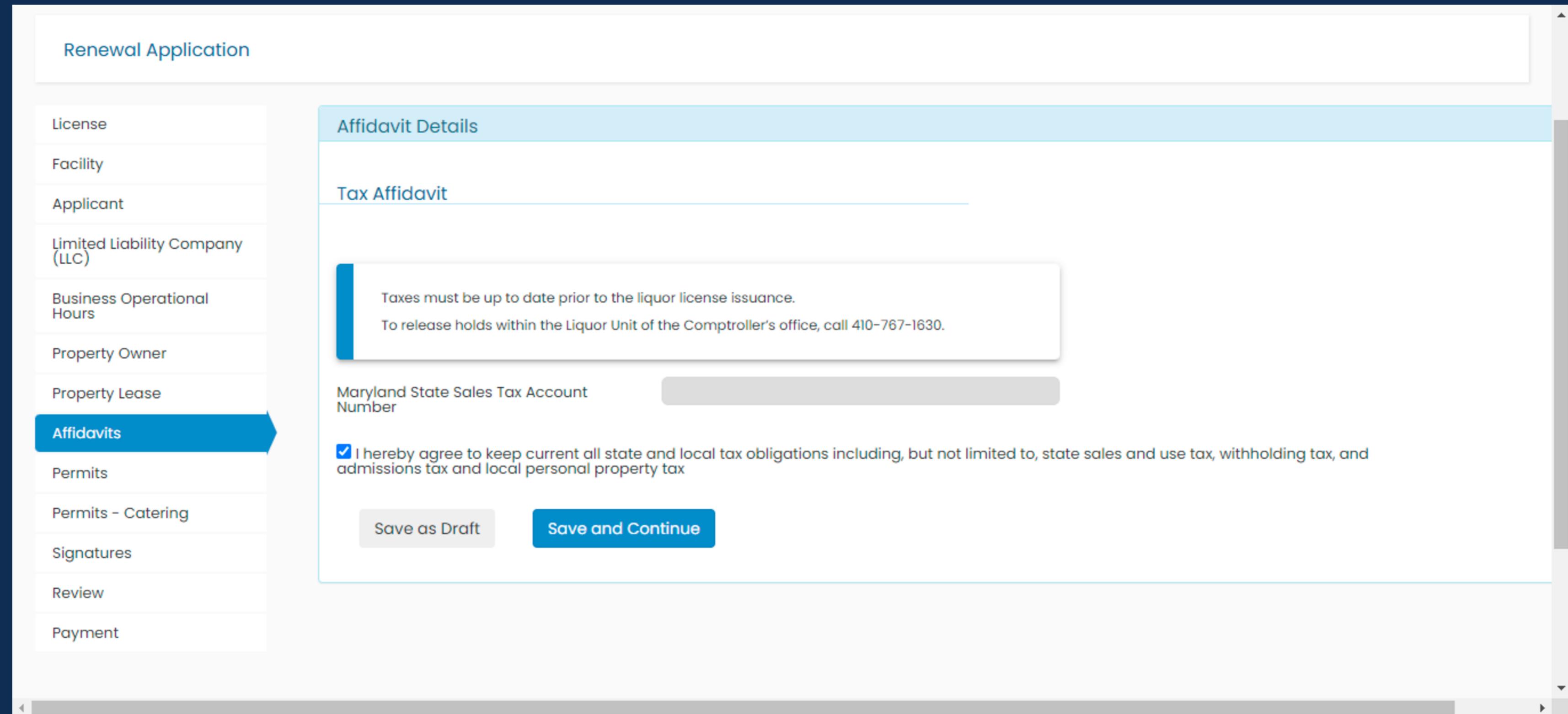
Taxes must be up to date prior to the liquor license issuance.
To release holds within the Liquor Unit of the Comptroller's office, call 410-767-1630.

Maryland State Sales Tax Account Number

I hereby agree to keep current all state and local tax obligations including, but not limited to, state sales and use tax, withholding tax, and admissions tax and local personal property tax

Save as Draft

Save and Continue



23) Check the box to attest that you agree to state and local tax obligations. You may submit a renewal application. However, you will not be issued a license if you have a tax hold.

Permits

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Permits Details

You already have the permits checked below. If you no longer want a permit, uncheck the box. If you want to add any of the other permits listed below, check the box and complete the required documentation.

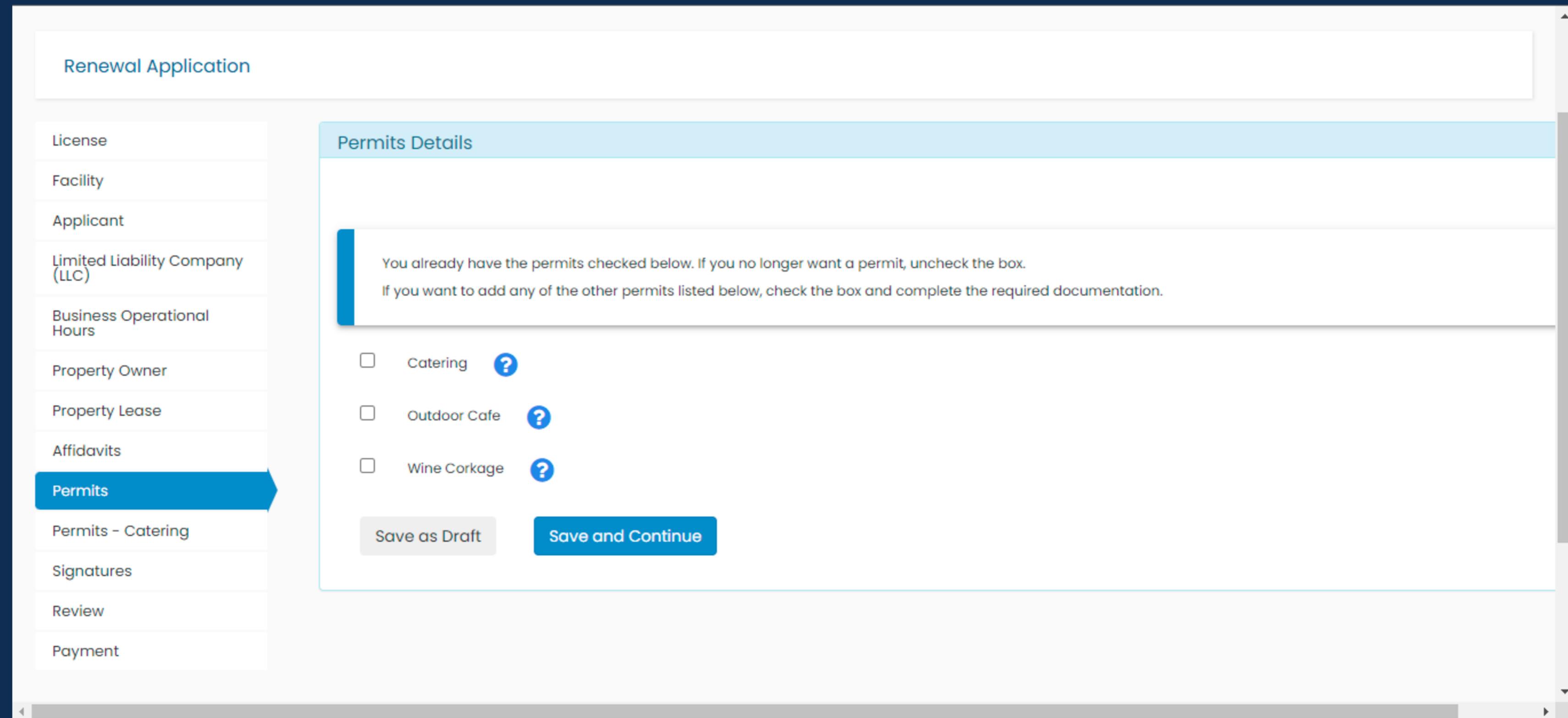
Catering ?

Outdoor Cafe ?

Wine Corkage ?

Save as Draft

Save and Continue



- 24) Permits will automatically populate with the permits you already have.
- 25) Only check the boxes if you are making a change to your permits. If you have a question about each permit, click on the blue question mark.

Signatures

Renewal Application

License
Facility
Applicant
Limited Liability Company (LLC)
Business Operational Hours
Property Owner
Property Lease
Affidavits
Permits
Signatures
Review
Payment

Signature Details

Attestation

I/We hereby attest, under penalty of perjury, that all the information contained in the original license application are true and unchanged at this time except for information I/We have since submitted to ABS in writing on renewal applications or otherwise.

Extract from The Alcoholic Beverage Article, Annotated Code of Maryland, Section 6-329

If any signed statement, affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime.

Affidavit

By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Applicant #1
KATHERINE ANDERSON
[Send email to capture signature](#)
[Copy link to capture signature](#)
[View signature](#)

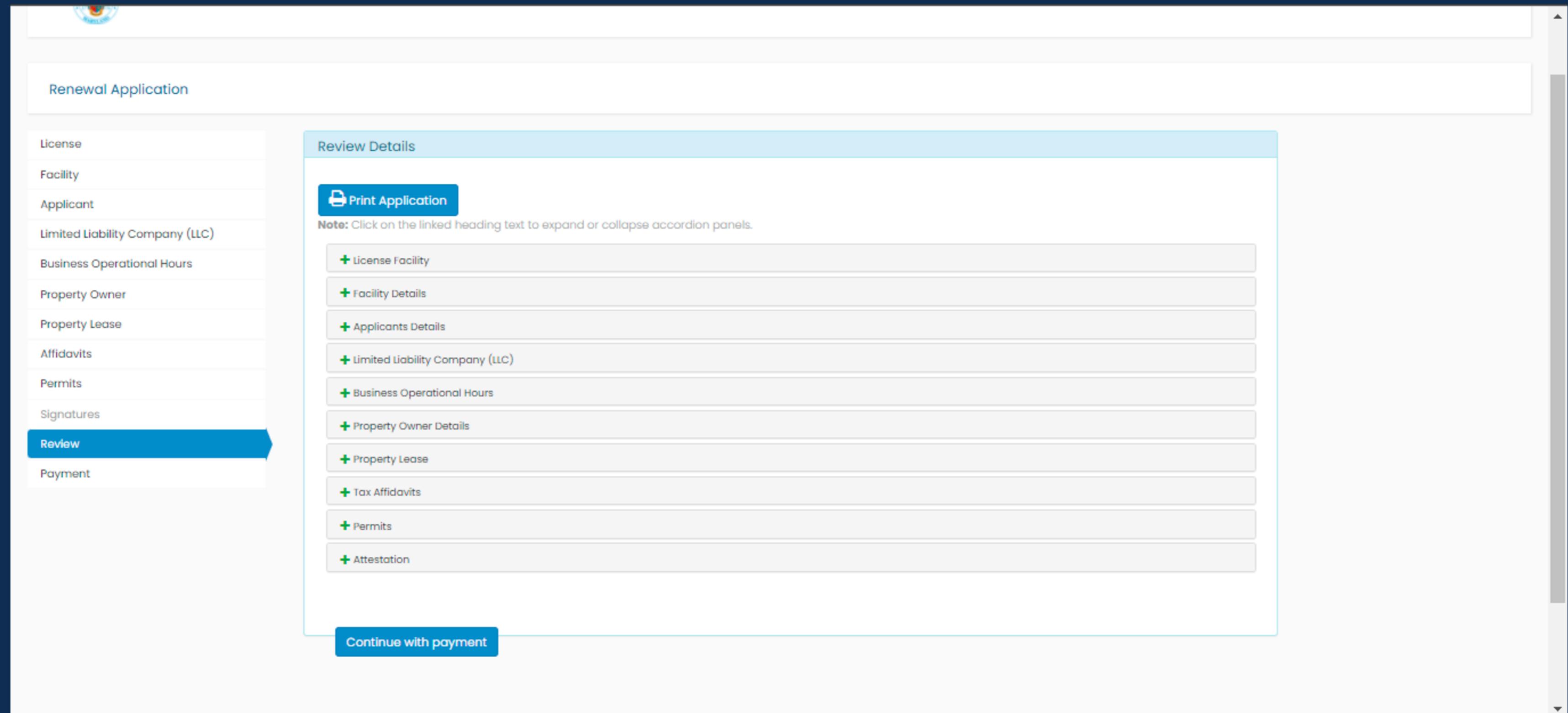
Applicant #2
PIL CHUNG
[Send email to capture signature](#)
[Copy link to capture signature](#)
[View signature](#)

Applicant #3
GUSTAVO MARTINEZ
[Send email to capture signature](#)
[Copy link to capture signature](#)
[View signature](#)

[Save as Draft](#) [Save and Continue](#)

- 26) You will need to submit all signatures. Signatures can be collected by sending an email or by copying signature link. All signatures are electronic.
- 27) Emails will be sent to when an application has been signed and completed.

Application Review



Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

Review Details

Print Application

Note: Click on the linked heading text to expand or collapse accordion panels.

+ License Facility

+ Facility Details

+ Applicants Details

+ Limited Liability Company (LLC)

+ Business Operational Hours

+ Property Owner Details

+ Property Lease

+ Tax Affidavits

+ Permits

+ Attestation

Continue with payment

- 28) Review your application. You will also be able to print your application for your own records.
- 29) Once reviewed, click on "Proceed with Payment".

Payment

Renewal Application

One Day Application

Tasks

My Active Tasks

My Application Drafts

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

Payment Details

Pay with credit card

Payment Information

Amount \$100.00

Privacy Info

After reviewing and confirming your payment amount, you will be redirected to a secure credit card payment page hosted by Elavon Converge. Montgomery County never sees or stores your credit card information.

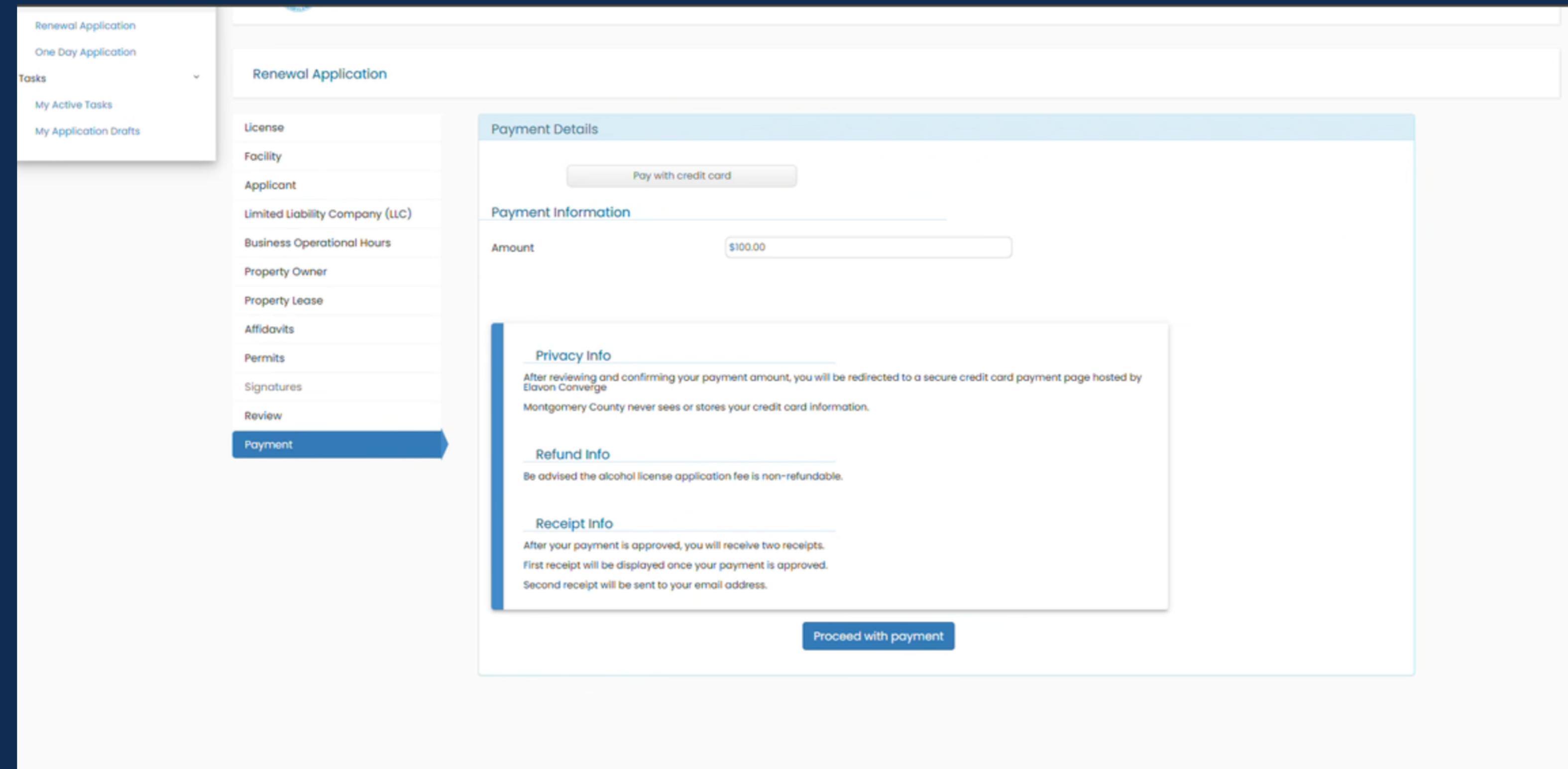
Refund Info

Be advised the alcohol license application fee is non-refundable.

Receipt Info

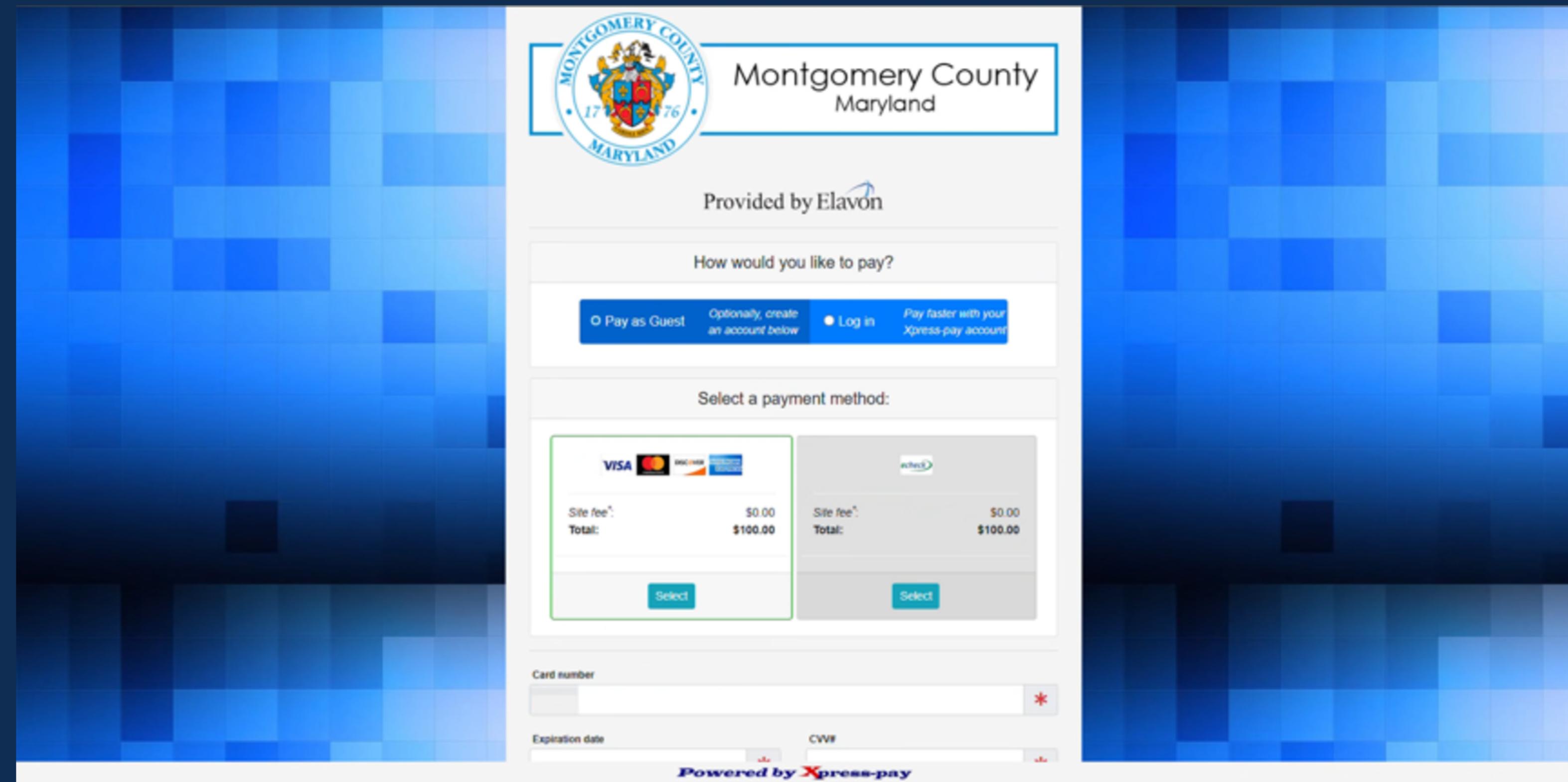
After your payment is approved, you will receive two receipts. First receipt will be displayed once your payment is approved. Second receipt will be sent to your email address.

Proceed with payment



30) Renewal total will be displayed here. You must pay for the renewal fee and your license fee.

31) Online renewal system accepts credit card and e-check payments only.



- 32) Once you click on payment, you'll be redirected to the Elavon page.
- 33) From here, you'll be able to pay your renewal fee with a credit card or e-check.



You're finished!

- Once you submit your renewal application, you will be contacted by our licensing office if you are missing any information.
- Once renewals are reviewed and approved by the Board of License Commissioners, you will be able to print and display your license.
- Remember, all new licenses must be displayed starting May 1, 2025.

Alcohol Beverage Services

License Application

Renewal Application

One Day Application

Tasks

My Active Tasks

My Application Drafts

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Licensing Admin Dashboard

Hello, Logout

Renewal Application

Status: Annual License Fee payment pending

Your application is approved. Click the 'Pay Here' button below to make the Annual License Fee payment of \$400.00. You will be redirected to a secure credit card payment page hosted by Elavon Converge. Montgomery County never sees or stores your credit card information. After your payment is approved, you will receive two receipts. First receipt will be displayed once your payment is approved. Second receipt will be sent to your email address.

Pay Here

Review Details

Print Application

Note: Click on the linked heading text to expand or collapse accordion panels.

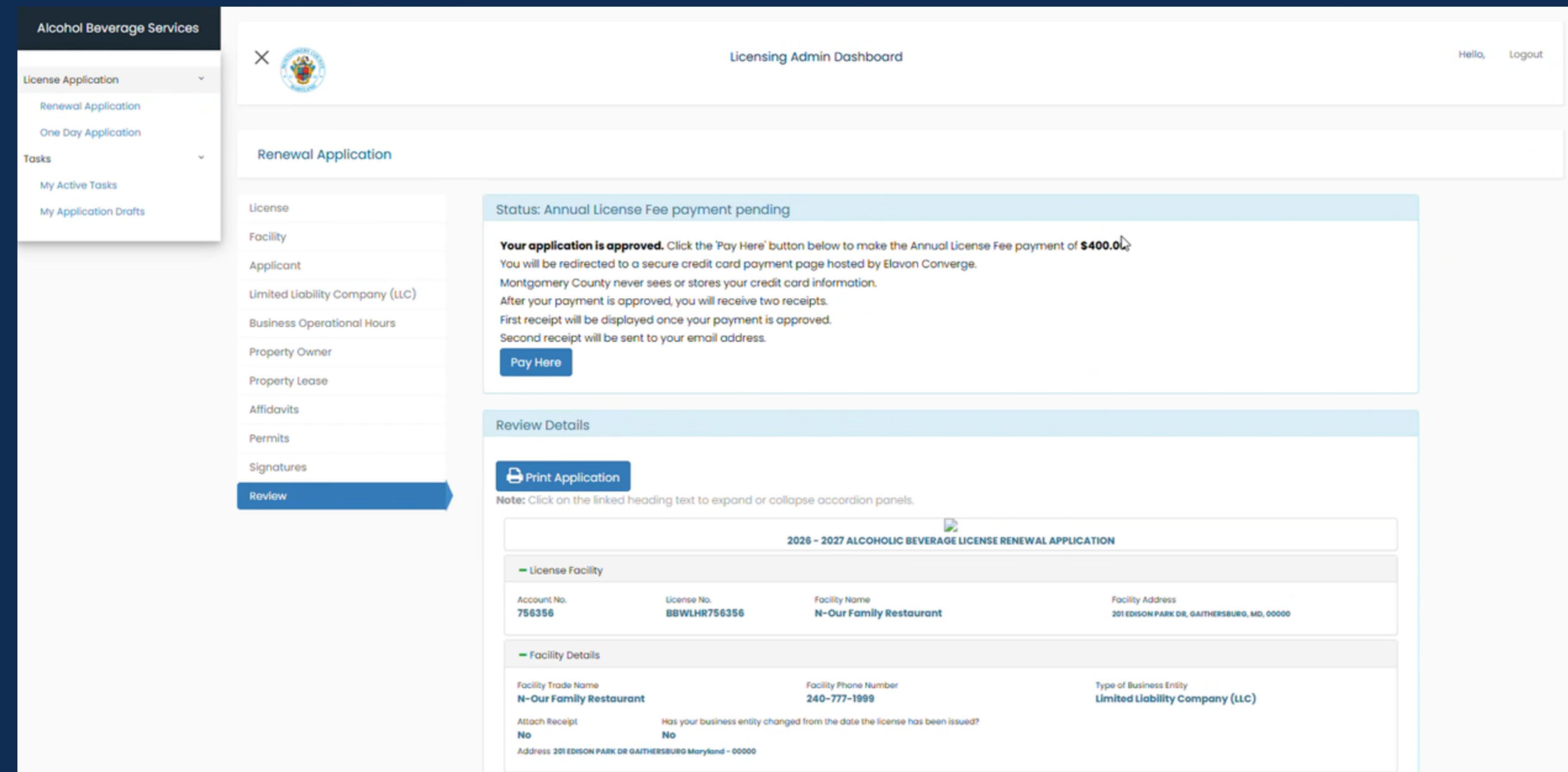
2026 - 2027 ALCOHOLIC BEVERAGE LICENSE RENEWAL APPLICATION

License Facility

Account No. 756356	License No. BBWLHR756356	Facility Name N-Our Family Restaurant	Facility Address 201 EDISON PARK DR, GAITHERSBURG, MD, 00000
-----------------------	-----------------------------	--	---

Facility Details

Facility Trade Name N-Our Family Restaurant	Facility Phone Number 240-777-1999	Type of Business Entity Limited Liability Company (LLC)
Attach Receipt No	Has your business entity changed from the date the license has been issued? No	Address 201 EDISON PARK DR GAITHERSBURG Maryland - 00000



34) Once your application is approved in April, you'll login and see this screen.

35) From here, you'll be able to pay and download your license fee with a credit card or e-check.

Questions?



Email:

abslicensing@montgomerycountymd.gov

Phone:

240-777-1999

