



STIPULATED LICENSE APPLICATION INSTRUCTIONS

A stipulated license allows an applicant for a retailer, manufacturer or wholesaler license to operate during its 45-day public notice period and to begin operations prior to being issued a:

- New license;
- Transfer of a license to a new location; or
- A substantial change in operations.

In order to apply for a stipulated license, the applicant must submit this application to the Alcoholic Beverage Control Board requesting a stipulated license along with a letter of support from their affected Advisory Neighborhood Commission. A stipulated license expires when either a permanent license is issued or a protestant is granted standing at a roll call hearing.

FEES

The cost of a stipulated license is \$100. 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.

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 that 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 in person at:

- 2000 14th St., NW, 4th Floor, Suite 400 South, Washington, DC 20009
- Office Hours: 8:30 a.m.-4:00 p.m., Monday-Friday



STIPULATED LICENSE APPLICATION

OFFICIAL USE ONLY

License Number:		Date Accepted:			Accepted By:			
Issue Date:	From:	To:			Date Fee Paid:			
Date Approved by Board: / /	Initial: →							
Date Denied by Board: / /	Initial: →							

TO BE COMPLETED BY APPLICANT

1. Entity Name:		2. Trade Name:			3. License Number:			
4. Business Address:					5. License Class/Type:			
6. Business Telephone Number:			7. Email Address:			8. Cell Phone Number:		
9. I am requesting a Stipulated License for the Following: <i>(Please check all that apply)</i>								
New Application		Sidewalk Cafe		Summer Garden		Entertainment Endorsement		Transfer to new location
Class Change		Change in Occupancy		Other _____				
10. Do you have a Settlement Agreement? <i>(If yes, please attach a copy)</i>				Yes		No		
11. Do you have a Letter of Support from your ANC? <i>(All stipulated license applications must be supported by the establishment's ANC)</i>					Yes		No	
14. Certification: I hereby certify under penalty of perjury that the information in this application is true and correct. I also certify that the above named applicant is the true and actual owner of the business. <i>(If the applicant is a Sole Proprietor, the individual must sign, if Partnership, each Partner must sign, if Corporation, the President or Vice President must sign, if Limited Liability Company, the Managing Member must sign below.)</i>								
Print Name: _____								
Signature _____			Subscribed and sworn to before me _____ on this ____ day of _____, 20__.			Notary Public		
						My commission Expires on _____		
Print Name: _____								
Signature _____			Subscribed and sworn to before me _____ on this ____ day of _____, 20__.			Notary Public		
						My commission Expires on _____		
15. In what language do you need vital documents translated?								