



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

<http://www.town.orleans.ma.us>

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

CHANGE OF MANAGER APPLICANT PROCEDURE (Liquor Licenses)

All ABCC license forms are on the ABCC website: mass.gov/abcc. The ABCC requires forms to be filled out online. Bring hard copies to the Town Administrator's/Selectmen's Office. You must pay the ABCC fee online. ABCC Resources: <https://www.mass.gov/how-to/amend-your-alcoholic-beverages-retail-license-change-of-manager-abcc>

_____ \$50.00 filing fee, payable to the Town of Orleans

_____ \$200.00 paid to ABCC via [ePay \(https://www.mass.gov/epay-for-online-payments-abcc\)](https://www.mass.gov/epay-for-online-payments-abcc)

_____ [Monetary Transmittal Form](#) and printed ePay receipt confirmation

_____ [Change of Manager Application](#)

_____ Vote of the Entity Board appointing the Manager (all managers must be United States citizen, and must be at least 21 years of age).

_____ Proof of citizenship must be provided (*copy of birth certificate or citizenship papers, etc.*)

_____ [ABCC E - Criminal History Record Information](#). The person completing the form must meet with Authorized CORI staff member and bring identification (picture ID)

_____ [Town e-Cori Authorization Form](#)

PLEASE NOTE:

You may be requested to submit additional supporting documentation if necessary.

Form 43 WILL BE FILLED OUT BY THE LICENSING AGENT after the Board of Selectmen's approval and will be sent out to the ABCC with all other necessary paperwork. For questions please contact Mihaela Miteva, mmiteva@town.orleans.ma.us or 508-240-3700 x 2310.

Revised: October 15, 2019