

**DISTRICT OF COLUMBIA**  
**Alcoholic Beverage Regulation Administration**



**2016 Alcoholic Beverage License Renewal Checklist**

Approximately 1,500 alcoholic beverage licenses are due to be renewed this year by the following deadlines:

- **March 31, 2016** - All restaurant, hotel, multipurpose facility, club, marine vessel, train and caterer licenses.
- **September 30, 2016** - All tavern and nightclub licenses.

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

**Check Your Mail**

The Alcoholic Beverage Regulation Administration (ABRA) will mail renewal applications to a licensee's mailing address on file. Renewal applications will be mailed:

- February 8, 2016 - Restaurant, hotel, multipurpose facility, club, marine vessel, train and caterer licensees.
- Mid-August - Tavern and nightclub licensees.

**Renew In Person**

Licenses can be renewed any time before the deadline. License renewals must be done in person at ABRA's office during business hours:

- 2000 14th Street, NW, 4th Floor, Suite 400 South, Washington DC 20009
- 8:30 a.m.-3:30 p.m., Monday-Friday
- 9 a.m.-1 p.m. on Saturday, March 5, 12, 19 and 26

Provide the following when visiting the office:

- Completed renewal application and all required documentation.
- Completed and printed [Certificate of Clean Hands, which is available online](#). The certificate should be submitted with the renewal application and all other required documentation.
- Government-issued ID.

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.

- Follow all of the instructions and complete the [proper form](#).
- File the form with ABRA by the license renewal deadline and at the same time as the renewal application.
- The request is subject to the review and approval of the Alcoholic Beverage Control Board.

## **Make Payments**

License fees may be paid by Visa or 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 payment to ABRA, 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. Renewals can be done any time before the prescribed deadline. Renewal applications not returned by deadline will be subject to a late fee of \$50 per day—not to exceed the cost of the license—and cancelation.

## **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. Check the renewal notice on the placards for dates that the placards must be posted.
- During the 45-day placard period, a renewal application could be [protested](#). If an application is protested, the protest would need to be resolved before the application can be reviewed by the Alcoholic Beverage Control Board.

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

## **Update Contact Information**

Licensees that need to update a new mailing address, email address or phone number with ABRA can do so by [completing and returning a form to ABRA](#).

A restaurant, hotel, multipurpose facility, club, marine vessel, train or caterer licensee that needs to update its mailing address should contact the office as soon as possible at (202) 442-4423 as the deadline to update this information has passed. Tavern and nightclub licensees should update a mailing address no later than July 29, 2016.

Contact information can be verified by:

- [Emailing](#)
- Calling (202) 442-4423

### **Ask Questions**

Licensees that have questions about renewals can contact ABRA's Licensing Division by [emailing](#) or calling (202) 442-4423.