

Checklist for Change of Manager for Non-Profit Club

- Go to the Alcoholic Beverage Control Commission's (ABCC) Website: <https://www.mass.gov/alcoholic-beverages-retail-licenses> and select "Amend a Retail License"
- Select the appropriate amendment to the license, complete the application and gather the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC 617-727-3040.
- Pay the filing fee to the Alcoholic Beverages Control Commission. This must be done online in their [payment website](#). Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select "Change to an Existing License Application (current alcohol license holders)".

List of required documents for a Change of Manager Application:

- Vote of the Club signed by approved officer
- Monetary Transmittal Form
- CORI Authorization Form for proposed manager of record. **Must be notarized with a stamp or raised seal.**
- Proof of Citizenship for proposed manager of record
- Updated List of Officers and Directors
- Copy of TIPS or similar alcohol-service certification for any alcohol service