



**Town of Barnstable**  
**Licensing Division**  
 367 Main Street, Hyannis, MA 02601  
[www.townofbarnstable.us](http://www.townofbarnstable.us)  
 Telephone: 508.862.4774

## CURRENT ALCOHOL LICENSEES - CHANGE OF MANAGER

<b>WHO SHOULD APPLY</b>	Current alcohol licensee's who have had a change in manager.
<b>DEADLINE TO APPLY</b>	See Hearing Dates and Deadlines Schedule posted under the resources tab by clicking <a href="#">here</a> . <i>There is no legal ad or abutter notification for this application.</i>
<b>PART ONE</b>	<p>Complete the <b>Alcoholic Beverages Control Commission (ABCC)</b> application for a change of manager by clicking <a href="#">here</a>.</p> <p>Click <a href="#">here</a> to pay the \$200 ABCC Fee. Save the receipt as this will need to be included with your ABCC application.</p> <p>Click <a href="#">here</a> to complete the CORI Request Form. The completed, notarized form, and proof of citizenship will need to be included with your ABCC application.</p>
<p><b><i>Please do not send your application directly to the ABCC as this will delay the process. You will upload the ABCC application &amp; subsequent documents on the town permit center as noted in part two below.</i></b></p>	
<b>PART TWO</b>	<p>Log onto the OpenGov Permit Center by clicking <a href="#">here</a> and complete the <b>Town application</b> to amend the current license.</p> <p><b><u>Required attachments:</u></b></p> <p style="padding-left: 40px;"><i>ABCC Application including items listed on the checklist</i></p> <p style="padding-left: 40px;"><i>Resume of proposed manager</i></p>
<b>PAYMENT</b>	There is a \$100 application/filing fee for this transaction.
<b>NEXT STEPS</b>	Once the application is deemed complete, licensing staff will email the applicant with the hearing date and time. The agenda will be emailed to the applicant approximately one week prior to the meeting.
<b>MEETING ATTENDANCE</b>	The proposed manager will need to be present at the public hearing.
<b>QUESTIONS</b>	Direct any questions to Erin Logan of the Barnstable's Licensing Program. <a href="mailto:Erin.logan@town.barnstable.ma.us">Erin.logan@town.barnstable.ma.us</a> or 508.862.4774

**Licensing Staff**  
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