

**APPLICATION
FOR APPROVAL OF
APPOINTMENT OF MANAGER**

(SEE INSTRUCTIONS ON REVERSE)

Approval is requested for the appointment of a ☐ PERMANENT ☐ TEMPORARY Manager for the following licensee:

1. NAME	LID NO.
2. TRADE NAME (IF ANY)	LICENSE NO.
3. ADDRESS OF PREMISES (STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) (STATE) (ZIP)	
4. DO YOU HOLD ANY OTHER LICENSE ISSUED BY THIS BOARD? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," GIVE LICENSE NO.(S)	

INFORMATION CONCERNING PROPOSED MANAGER: (An individual licensee may designate himself as manager)

5. NAME				
6. HOME ADDRESS (STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) (STATE) (ZIP)				
7. PRIOR RESIDENCE : LIST RESIDENCE FOR FIVE YEARS IF YOU HAVE NOT RESIDED AT THE ABOVE-LISTED HOME ADDRESS FOR THAT PERIOD.				
FROM	TO	STREET, RURAL ROUTE, P.O. BOX NO.	POST OFFICE	STATE ZIP
8. DATE AND PLACE OF BIRTH		U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NATURALIZED, GIVE DATE AND PLACE	
9. STATE PRESENT EMPLOYMENT OR OTHER BUSINESS			ARE YOU OR HAVE YOU EVER BEEN A LICENSEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. ARE YOU OR HAVE YOU EVER BEEN EMPLOYED BY ANOTHER LICENSEE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," WHEN AND IN WHAT CAPACITY?				

11. CONVICTION RECORD: The following is a record of all felony and misdemeanor convictions of the proposed manager.
(Attach separate sheet, if necessary.) If there have been **no** such **convictions**, check here: ☐ **No such convictions**

NAME	DATE OF CONVICTION	CHARGE	DISPOSITION	LOCATION OF COURT (COUNTY AND STATE)

FOR TEMPORARY MANAGER ONLY

12. APPOINTMENT DATE FROM TO	REASON FOR APPOINTMENT
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RESOLUTION (CORPORATIONS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS ONLY)

13. At a regular or special meeting held on _____, 20 _____ by the applicant, it was resolved that said application be filed with the Pennsylvania Liquor Control Board, and that _____ and/or _____ is/are hereby
(NAME/TITLE) (NAME/TITLE)
authorized to execute said application, and any other papers required by the Board.

DO NOT WRITE BELOW THIS LINE

14. FOR LIMITED WINERY APPLICANTS ONLY

Is the appointment of manager for an additional Board-Approved Location? ☐ YES ☐ NO

If "Yes," list the location: _____

If "Yes," is/are other licensed limited winery(ies) operated in conjunction with the above listed Board-Approved location? ☐ YES ☐ NO

If "Yes," will the proposed manager act as manager for each limited winery(ies)? ☐ YES ☐ NO

If "Yes," list license number(s), LID(s) and licensee(s) name: _____

15. Is the proposed manager:

	YES	NO		YES	NO
A Member, partner, officer, director, stockholder or creditor of any other licensee?			D Public official enforcing penal laws, either by appointment or election?		
B Owner, proprietor or lessor of any place licensed by this Board?			E Employee of any licensee?		
C Financially interested, either directly or indirectly, in the profits of any business licensed by this Board?			F Holder of any license issued by this Board?		
			G Employee of the Pennsylvania Liquor Control Board?		

If "Yes," explain: _____

16. Is a management company employed? ☐ YES ☐ NO

If "Yes," was it reported to the PLCB? ☐ YES ☐ NO List name of management company _____

I swear or affirm, subject to the penalties provided by 18 Pa. C.S. §4904 47 P.S. §4-403(h) and/or §4-436(j) and/or §5-504(b) and/or §7-7-704, that the foregoing answers and statements provided herein are true and complete to the best of my knowledge and belief.

SIGNATURE	TITLE	NAME OF ATTORNEY REPRESENTING YOU IN THIS MATTER, IF ANY
HOME ADDRESS	PHONE	ADDRESS
SIGNATURE	TITLE	PHONE
HOME ADDRESS	PHONE	DATE SIGNED

INSTRUCTIONS

This form is for the appointment of a permanent manager, for a change of the permanent manager, or for the temporary appointment of a manager. Limited Liability Companies, Limited Partnerships and Corporations, except clubs, should use this form to report a change in manager only. If there have been other business structure changes in addition to the change of the manager, complete form PLCB-866, Notice of Change in the Business Structure of Licensed Corporations, Limited Liability Companies or Limited Partnerships, Except Clubs to report those changes.

1. A fee of \$135.00 is required for any individual not currently Board-approved on this license. If the proposed manager is currently a member, partner or officer of this license, a fee of only \$60.00 is required. Fee made payable to "PLCB" or "Commonwealth of Pennsylvania" MUST accompany this form. A fee submitted from out-of-state must be in the form of a certified check or money order.
2. One photograph of the manager, 1½" x 1½" in size, taken within one year and the name of the person, license number and the name and address of the premise must appear on the reverse of each photograph, MUST accompany this form. The photograph must have a matte finish.
3. A Request for Criminal Record Check, Form PLCB-2018, MUST be submitted for the proposed manager with a \$10.00 remittance. This form is not required for a current Board-approved member, partner or officer UNLESS the individual was approved more than two years prior to submitting this application.
4. PLCB-1773, Appendix Social Security Information MUST be submitted listing the social security number of the proposed manager.
5. If a current member, partner or officer of licensee is named as manager and holds no other employment, submit an affidavit attesting the applicant Manager is available to devote full time to the operation of the premises and has no other employment.

IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION PACKET, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250, OPTION #7.