

HON. ALBERT J. MATRICCIANI, JR. (RET.)
CHAIRMAN

COMMISSIONERS
AARON J. GREENFIELD, ESQ.
ALTERNATE COMMISSIONER
HARVEY E. JONES



DOUGLAS K. PAIGE
EXECUTIVE SECRETARY
THOMAS R. AKRAS, ESQ.
DEPUTY EXECUTIVE SECRETARY
STACI L. RUSSELL
ASSISTANT EXECUTIVE
SECRETARY

STATE OF MARYLAND
BOARD OF LIQUOR LICENSE COMMISSIONERS
FOR BALTIMORE CITY
1 N. CHARLES STREET, SUITE 1500
BALTIMORE, MARYLAND, 21201-3724
PHONE: (410) 396-4377

Date: April 6, 2020

Re: Guidance for Baltimore City's applicants and licensees concerning notarized documents in light of Executive Order Number 20-03-30-04 issued on March 30, 2020

From: Board of Liquor License Commissioners for Baltimore City (BLLC)

To provide guidance the BLLC requests that license holders and applicants review the following information concerning the authorization of Remote Notarizations as it relates to filing various applications with the BLLC to ensure compliance with Executive Order Number 20-03-30-04 issued by Governor Lawrence J. Hogan on March 30, 2020:

- 1. What has changed with regard to notarizations under Executive Order Number 20-03-30-04 issued on March 30, 2020?**
 - a. The requirement that a notary public be physically present at the time the signatory of the document actually signs the document has been relaxed to allow for remote notarizations.
 - b. Note that this is only a temporary authorization, remaining in effect only so long as the state of emergency and catastrophic health emergency declared by the Governor remain in effect.

- 2. Who can perform and what is a Remote Notarization?**
 - a. A Remote Notarization can only be performed by a Notary Public registered with the State of Maryland. A Remote Notarization may occur under the following circumstances, if the Notary Public:
 - i. personally knows the individual; or
 - ii. has satisfactory evidence of the identity of the individual by:
 1. means of a government identification credential, which may be remotely presented, that is issued to the individual and contains the signature and photograph of the individual; or
 2. verification on oath or verification by a credible witness who personally appears before the notarial officer and:
 - a. is known to the notarial officer; or
 - b. whom the notarial officer can identify on the basis of a passport, driver's license, consular identification, or government-issued identification card, which may be remotely presented;

- 3. What accompanying documentation should I provide to the BLLC when using a Remote Notarization?**
 - a. Any documents submitted by an applicant or licensee which require notarization and which have been Remotely Notarized, must be accompanied by a separate document issued and signed by the Notary Public that states:
 - i. *"No in-person signature was taken for this application, and the notarial act was performed in compliance with Executive Order Number 20-03-30-04 issued by Governor Lawrence J. Hogan, "Authorizing Remote Notarizations" dated March 30, 2020.*

- 4. What types of BLLC applications may be Remotely Notarized?**
 - a. The BLLC will accept Remote Notarizations for the following applications: 2020 Renewal Applications, 2020 Food Form Applications, New and Transfer Applications for Licensure, Substitute Applications, Financial Forms, Transfer Authorization, Affidavit of Compliance, and Reissuance of BD7 Licenses.

To view a copy of Executive Order Number 20-03-30-04 issued by Governor Lawrence J. Hogan on March 30, 2020, please click [here](#). If you have any other questions regarding this matter, please contact Deputy Executive Secretary Thomas R. Akras at 410-396-4377 or via email at thomas.akras@baltimorecity.gov