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How to Search Liquor License Documentation

This guide is being published to help the public find license information for a particular establishment that they are researching within the Board of Liquor License Commissioners for Baltimore City's (BLLC) Online Library. This is a quick reference and if more help is needed please contact the Liquor Board.

The **Quick Search** home page will allow you to search for any document. Please note that as a 'Guest' you are NOT required to log in. (Just ignore the Login choice at the top of the page.)

There are several ways that you can search for the information you are looking for.

****Recommended**** To run a basic search using the **Search** box located in the upper right corner of the screen:

1. Enter one or more words that refer to the establishment you are looking for. For example, the name of the establishment. Separate each word with a space.
2. Click **Search**. The application will display all of the documents in which these words appear.
3. Click on the **Title** of the document and the scanned document(s) will be displayed.

To run a search using **Quick Search**:

1. From the **Document Type** menu, select the type of document you want to find.
 - a. Application
 - b. Supporting Documents
 - c. Inspector Report
 - d. License Certificate
 - e. Renewal Application
2. Use the **Quick Search** box to enter one or more words that refer to the establishment you are looking for. Separate each word with a space. The application will search for all of the documents in which these words appear.
3. Click **Search**. The application will display all of the documents that match your search criteria.
4. Click on the **Title** of the document and the scanned document(s) will be displayed.

To run a search using **Property Search**:

1. From the **Document Type** menu, select the type of document you want to find.
 - a. Application
 - b. Supporting Documents
 - c. Inspector Report
 - d. License Certificate
 - e. Renewal Application
2. Fill in one of the specific fields under **Property Search**. You can enter the **License Location/Address** or the **Trade/Business Name** or the **License Number**.
3. Click **Search**. The results will display documents (of the document type selected) that include the search criteria you have entered.
4. Click on the **Title** of the document and the scanned document(s) will be displayed.

To run a search using **Cabinet Explorer**:

1. Under **Cabinet Explorer**, click **Licenses**.
2. Select the type of License you want to research, **Standard Licenses** or **One Day Licenses**. This will return a list of all establishments. This list will appear in Street Number, then Street Name order.
3. **Click on the Address** to open the file for this establishment. All the documents for the establishment at that address will be displayed.
4. Click on the **Title** of the document and the scanned document(s) will be displayed.

Some notes about Liquor License Documentation

This Online Library contains scanned documents beginning with License Year 2013. Documentation that predates License Year 2013 can be researched at the BLLC's offices or the Baltimore City Archives Division. Moving forward, all documentation submitted to the BLLC shall be scanned by staff and uploaded to the applicable file within the On-Line Library.

The first letters of the **"Title"** of a document indicate the **type of document**.

- "Renew" indicates the Renewal Application for the License Year indicated.
- "Supp" indicates Supporting documentation provided by that establishment to support their application.
- "Insp" indicates an Inspection Report for the Calendar Year indicated.
- "License Cert" indicates the Certificate that was issued to the establishment for the License Year indicated.
- "App" indicates the establishment's original application for a license when they first opened for business. This will be present if the original license was issued in the 2013 License Year or later.

The order that documents are displayed in the search results can be changed by clicking on the heading of any column. Remember that numbers are always sorted before letters. The words you enter as search criteria are used to search the entire contents of each document to find a match.