

# MARYLAND BUSINESS LICENSE ONLINE USER GUIDE

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## 1 MARYLAND BUSINESS LICENSES ONLINE

The **Maryland Business Licenses Online** system allows users of the public to apply for business licenses over the internet.

This user guide provides instructions on how to:

- register to use the **Maryland Business Licenses Online** system.
- **search** for a license.
- **edit or renew** a license.
- **apply** for a license.
- **pay** for a license.
- find license related information.
- request assistance.

## 2 SUPPORTED BROWSERS

The following browsers are supported by the **Maryland Business Licenses Online** system:

- Google Chrome
- Microsoft Edge

\* Please confirm that your browser is updated to the latest version.

## 3 NAVIGATE THE MARYLAND BUSINESS LICENSE ONLINE SYSTEM

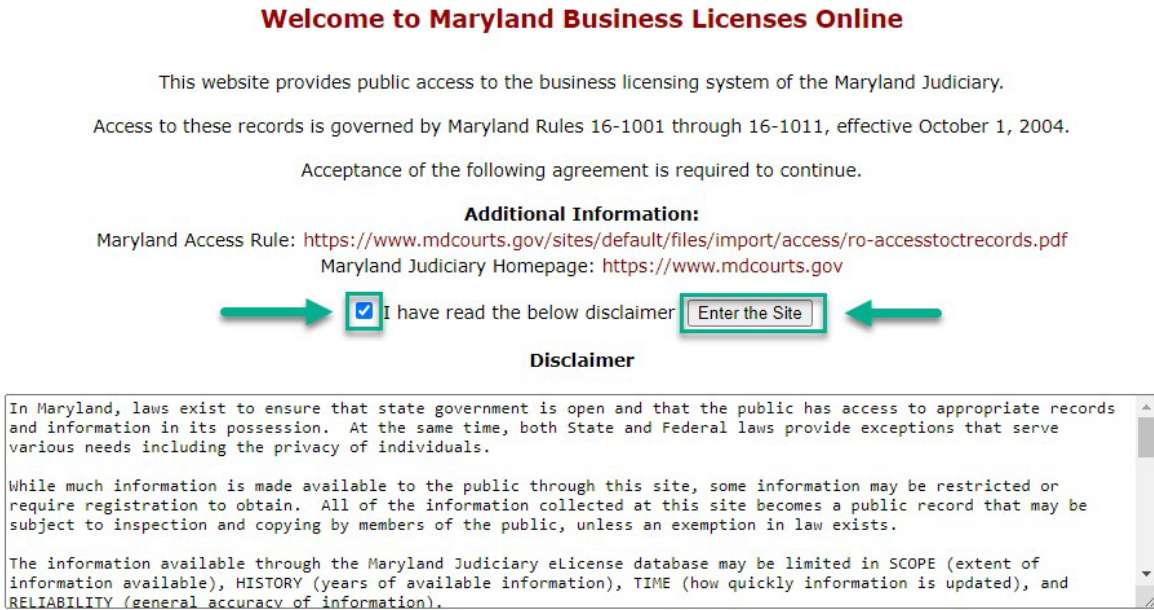
The **Maryland Business Licenses Online** system can be found at the following web address or URL: [https://jportal.mdcourts.gov/license/index\\_disclaimer.jsp](https://jportal.mdcourts.gov/license/index_disclaimer.jsp)

By entering the above URL, you will be directed to the **Maryland Business Licenses Online** website where you will be required to read and accept the **Disclaimer** before you can proceed to the website.

To proceed to the **Maryland Business Licenses Online** website:

1. Read the **Disclaimer**
2. Check the box to left of the message: **I have read the below disclaimer**
3. Select **Enter the Site**

Figure 1: Disclaimer



**4 REGISTER WITH THE MARYLAND BUSINESS LICENSE ONLINE SYSTEM**

After you have accepted the **Disclaimer**, you will be directed to the **Home** page.

Figure 2: Home



From the **HOME** page, you can choose from one of the following options:

**1. NEW LICENSE**

The **Apply for a new license** option allows you to apply for a new business license under **Maryland Law Title 17 of the Annotated Code**. You will be asked a series of questions to determine if you are eligible to apply online for a business license.

**Required Information**

You will need the following required information in order to proceed with beginning the application process:

- a) Federal Tax ID or Social Security Number
- b) Corporate ID number or individual ID number
- c) Sales and Use Tax account
- d) Certificate of Compliance

**2. SEARCH LICENSE**

The **Search License Records** option allows you to search for an existing license application. You will need to search for a license application in order to associate it with your account.

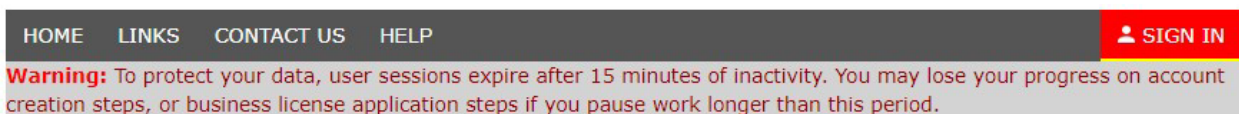
**3. EDIT/RENEW LICENSE**

To **edit or renew a license**, you will be required to **login** to the **Maryland Business Licenses Online** system.

**4.1 SIGN IN**

From the **HOME** page of the **Maryland Business Licenses Online** website, you can login using the **SIGN IN** option on the menu.

**Figure 3: SIGN IN**



If you have not yet created an account or you need to retrieve your login information, or reset your password, please refer to [The Navigate and Create a New Login Account Video](#).

**4.2 VIEW ACCOUNT PROFILE**

To view your account information, login to your account by selecting the **SIGN IN** option on the top menu on the **HOME** page.

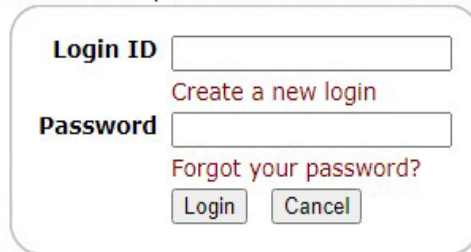
Figure 4: Login

### Login

If you want to apply for a license or edit an existing license, you must create a user account first. Please [click here](#) to create a new account.

If you have already created a user account, please login below.

Please note: passwords are case sensitive.



The login form is enclosed in a rounded rectangle. It contains two input fields: 'Login ID' and 'Password'. Below the 'Login ID' field is a link 'Create a new login'. Below the 'Password' field is a link 'Forgot your password?'. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

*This login is to allow access to your business license information via the Maryland Business Licenses Online Website.*

## 4.3 UPDATE ACCOUNT INFORMATION

After you login to your account, you can view or update your account information by selecting **Account Profile**.

Figure 5: Account Profile



If you choose to change your account information, you will be directed to the **Change Login Information** page. Fields marked with an asterisk \* indicate that this information is required to complete the account update process.

Figure 6: Change Login Information

### Change Login Information

Passwords must be 8 characters minimum and cannot contain spaces.

\* indicates a required field

The form contains the following fields and values:

- Login ID \***: Customer
- Password \***: [Redacted] (8 char min)
- Confirm Password \***: [Redacted]
- First Name \***: My
- Last Name \***: Customer
- Address \***: Customer Lane
- City \***: Customer City (optional)
- State \***: Maryland
- Zip \***: 00000
- Phone Number \***: 000-000-0000
- Email \***: mycustomer@gmail.com
- Confirm Email \***: mycustomer@gmail.com
- Security Question \***: What is your pet's name?
- Security Answer \***: Maryland

Buttons: Submit, Reset, Cancel

*This login is to allow access to your business license information via the Maryland Business Licenses Online Website.*

## 4.4 SIGN OUT

To sign out, select the **SIGN OUT** option from the menu on the HOME page.

Figure 7: Sign Out



5 APPLY FOR A NEW BUSINESS LICENSE

To **apply for a new business license**, you will first be required to answer several questions to determine whether a license is required for your type of business.

To begin the license application process:

- a) Select the option for the **HOME** page.
- b) In the **NEW LICENSE** box, select **Apply for a new license**.

Figure 8: Apply for a new license



Welcome to Maryland Business Licenses Online

Welcome to the new **Maryland Business Licenses Online** public access website for the Maryland Judiciary. This website will allow you to search the licensing system of the Maryland Judiciary for issued licenses as well as provide you with the ability to apply, edit and renew your Maryland business licenses online.

NEW LICENSE	SEARCH LICENSE	EDIT/RENEW LICENSE
<p>Starting a new business in Maryland?</p> <p>Apply for a new license</p>	<p>Search License Records</p>	<p>If you want to <b>edit</b> an existing license, <b>apply</b> and/or <b>renew</b> a license, you must login. <b>If you already have an account, you can LOGIN</b> now.</p> <p>If you do not have an account, <b>please click HERE</b> to create a new account.</p>

5.1 PREREQUISITE LICENSE APPLICATION QUESTIONS

After choosing **Apply for a new license**, you will be presented with a list of **Steps** which explain the **five (5) steps** required to complete and submit your license application.

These **Steps** are outlined below:

- 1 Determine whether a license is required for your type of business.
- 2 Prepare to provide all required information during the license application process.
- 3 Login to the **Maryland Business Licenses Online** system.
- 4 Provide information about your business.
- 5 Provide information to determine the type of license you will require for your business.



Figure 9: Apply for a Business License (Page)

## Apply for a Business License

Welcome to the new license section of the Maryland Business Licenses Online website.

This section will assist you in the application of a new business license issued under the Maryland Law Title 17 of the Annotated Code.

The Maryland Business Licenses Online website does not exempt you or your business entity from any obligations to obtain license(s) and permit(s) required by law.

Do not use your browser back button during the application process. Use the supplied back button to move to a previous step in the application process.

If you opt out before answering all questions, your application will not be saved.

### Steps

**1. Do you need a business license issued by the Clerk of the Circuit Court?**

*You will be asked a series of questions in this section to determine if you are eligible to apply online for a business license.*

**2. Do you have the required information?**

*You will need certain pieces of required information in order to proceed with your application.*

**3. Login**

*If you do not have a login, you will need to create one for your new business license application.*

**4. Business Information**

*You will be required to provide information on your business and its location.*

**5. License Information**

*You will be asked a series of questions to assist you in determining your license types.  
(e.g. Traders, Restaurant)*



CONTINUE >

*If you are unsure of any of your answers to any of these questions, please contact the Clerk of the Circuit Court's Office in the County in which you are obtaining the license.*

### 5.1.1 STEP 1: DO YOU NEED A BUSINESS LICENSE ISSUED BY THE CLERK OF THE CIRCUIT COURT?

When applying for a new license, you will be guided through the steps required to complete the license application process.

**NOTE:** License application questions asked during the license application process may vary by Maryland jurisdiction.

To initiate the business license application process, the **Maryland Business Licenses Online** system must first determine whether your business requires a license in the State of Maryland.

1. On the Apply for a Business License page, you will be asked to select the name of your **Maryland jurisdiction**.
2. After you select your Maryland jurisdiction, select **CONTINUE**.

Figure 10: Apply – Step 1 - Select Jurisdiction

## Apply for a Business License

### Steps

1. Do you need a business license?
2. Do you have the required information?
3. Login
4. Business Information
5. License Information

In what Maryland jurisdiction will you be doing business?

Please Select

< BACK

CONTINUE >

3. After you select your Maryland jurisdiction, the first question under the **Steps** section will read:

1. Do you need a business license?

**Jurisdiction:** You will see the name of the Maryland jurisdiction you selected.

## Apply for a Business License

### Steps

1. Do you need a business license?  
Jurisdiction **Anne Arundel County**
2. Do you have the required information?
3. Login
4. Business Information
5. License Information

### 5.1.2 STEP 2: DO YOU HAVE THE REQUIRED INFORMATION?

The following information will be required to complete this step (STEP 2):


1. Federal Tax ID or Social Security Number
2. Corporate ID number or individual ID number
3. Sales and Use Tax account

4. Certificate of Compliance

Figure 11: Apply - Step 2 - Required Information

**Apply for a Business License**

**Steps**

1. Do you need a business license?  Jurisdiction **Anne Arundel County**
2. Do you have the required information? 
3. Login
4. Business Information
5. License Information

*If you are not willing to submit this information online, you must apply at the Clerk of the Circuit Court Office.*

**You will need certain pieces of required information in order to proceed with your application.**

**Do you have a Federal Tax ID or Social Security Number?**  
*If you do not have a Federal Tax ID for your organization you must apply through the IRS for one prior to finishing the application.*  
<https://www.irs.gov>  
*This information will be taken over secure connection. If you do not want to supply this information online, you must go to the Office of the Clerk of the Circuit Court to apply.*

**Do you have a corporate ID number or individual ID number from the State Department of Assessment and Taxation (SDAT)?**  
<https://dat.maryland.gov>

**Have you completed the combined registration form to establish tax accounts (sales tax, unemployment insurance) with the Comptroller of the Treasury?**  
<https://interactive.marylandtaxes.gov/webapps/comptrollercra/entrance.asp>

**If you have employees, you will need to provide your policy binder number or provide a copy of your certificate of compliance to the Clerk of the Circuit Court.**  
<https://www.wcc.state.md.us>

**< BACK**   **CONTINUE >**

During the business license application process, you will be asked a series of questions to determine if you need a business license.

You will be presented with a **Yes** or **No** response to each question and you will need to answer each question accurately to determine whether a license is required for your business and what type of license is required.

After all questions in this step (STEP 2) have been answered and, if you do require a business license based on your answers, you will be required to login to the **Maryland Business Licenses Online** system.

Below is the list of questions that screen for whether a business license is required:

Check either **Yes** or **No** to the question: **Is your organization a non-profit?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<p><b>Is your organization a non-profit?</b>  <i>Select this option if your organization is classified as non-profit by law.</i></p> <p><i><a href="#">Click Here for the Law Reference 17-102</a></i></p>

Check either **Yes** or **No** to the question: **Are you a construction business that only performs Residential Home Improvements?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<p><b>Are you a construction business that only performs Residential Home Improvements?</b>  <i>Residential Construction and/or Home Improvement Licenses may not require a business license. Licenses for Home Improvement are covered under the Maryland Home Improvement Contractors license and regulation.</i></p> <p><i><a href="#">Click Here for the Law Reference 17-602</a></i></p>

Check either **Yes** or **No** to the question: **Are you a service-oriented business that does not maintain an inventory?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<p><b>Are you a service oriented business that does not maintain an inventory?</b>  <i>Businesses that only supply services to their customers and do not maintain an inventory may not require a business license.</i></p>

Check either **Yes** or **No** to the question: **Is this a transfer from an existing license or are you taking over another business?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<p><b>Is this a transfer from an existing license or are you taking over another business?</b>  <i>A transfer license is required if there is a change of ownership or if there is a change in the location of the business.</i></p>

Check either **Yes** or **No** to the question: **Are you applying for a license for an Outdoor Music Festival?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<b>Are you applying for a license for an Outdoor Music Festival?</b> <i>Must meet other criteria (have Maryland State Police approval, Health Department approval, post a bond, etc.)</i>  <a href="#">Click Here for the Law Reference 17-1401</a>

Check either **Yes** or **No** to the question: **Is this a renewal for an existing license?**

Yes	No	
<input type="radio"/>	<input type="radio"/>	<b>Is this a renewal for an existing license?</b>

## 5.2 LOGIN TO CONTINUE APPLICATION PROCESS

### 5.2.1 STEP 3: LOGIN

To complete your business license application, you must login to the **Maryland Business Licenses Online** system. Refer to the [4.1 SIGN IN](#) instructions for assistance, if needed, with the login process.

Figure 12: Apply - Step 3 - Login

#### Login

If you want to apply for a license or edit an existing license, you must create a user account first. Please [click here](#) to create a new account.

If you have already created a user account, please login below.

Please note: passwords are case sensitive.

**Login ID**

[Create a new login](#)

**Password**

[Forgot your password?](#)

*This login is to allow access to your business license information via the Maryland Business Licenses Online Website.*

### 5.2.2 STEP 4: BUSINESS INFORMATION


After you login to the **Maryland Business Licenses Online** system, you will need to have the following information:

- Business Owner Name
- Registered Trade Name
- Business Opening Date
- Type of Business
- FEIN/SSN
- MD Corporate ID (SDAT) #
- Sales Tax (Comptroller) #
- Incorporated Town
- Business Phone Number
- Business Address
- Business City
- Business State
- Business Zip
- Alternate Address
  - Address
  - City
  - State
  - Zip
- Policy or Binder #
- Number of employees

Figure 13: Apply - Step 4 - Business Information

**Apply for a Business License**

**Steps**

1. Do you need a business license?   
Jurisdiction **Anne Arundel County**
2. Do you have the required information?   
Required Information **Yes**
3. Login   
Login **Customer**
4. **Business Information** 
5. License Information

The information you provide below will appear on your business license. This information may be shared with other government agencies as needed for license approvals.

Please answer the questions below.

Please do not use punctuation. Punctuation will not appear on your application. Anything over 45 characters will be truncated by the system.

You will have to confirm the following information under the penalty of perjury at completion

**All required fields are marked with \***

**Business Information**

Owner Name

If your business is a sole proprietorship, please fill in First, M Last fields below. \*

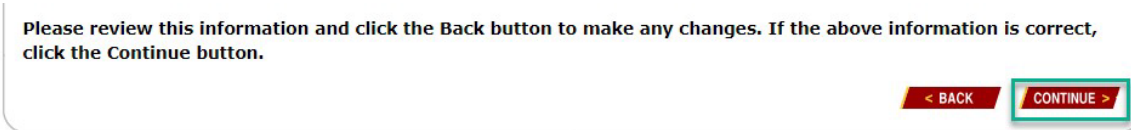
After you enter your business information, select the **CONTINUE >** button.

You will be taken to the Workers' Compensation screen where you will be asked whether you are:

- an employer
- an employer who is not required to have insurance but in possession of a Certificate of Compliance.
- an employer with a policy or binder number.
  - If you are an employer with a policy or a binder number, you will be asked to specify your policy number and the number of employees in your employ.

The business license application process will ask you to confirm the business information you entered. Verify that the business information you entered is correct and then select the **CONTINUE >** button.

Figure 14: Apply - Step 4 - Business Information – Review



After verifying and confirming your business license information, the **Steps** section will show as **Completed**

Figure 15: Apply – Step 4 - Business Information – Completed



On the next step, you will be directed to begin the **License Information** section of the business license application process.



### 5.2.3 STEP 5: LICENSE INFORMATION

To complete the **License Information** section, you will be asked a series of **Yes/No** questions. Depending on your answers to these questions, the license application process will determine what type of license you need.

Please note that the questions asked can vary based upon your selected jurisdiction.

After all questions have been answered, you will be asked to review the license information you entered.

After you verify and confirm that the license information you entered is correct, select the **CONTINUE >** button.

### 5.3 CERTIFY LICENSE INFORMATION

On the **Apply for a Business License – Steps**, you will now see **Finalizing Application** however, before your license application can be submitted, you must make certain attestations.

#### **Attestation 1- Example of a Business that has Inventory**

By clicking this confirmation button, I hereby certify and confirm under the penalties of perjury that the above named business owns commercial inventory in the amount indicated above for the license year indicated and I am the owner or corporate officer of the above named business and have legal authority to make this certification. I understand that it is illegal to misrepresent the amount of inventory and that the above license will be priced based upon this amount.

### Apply for a Business License

#### Steps

1. Do you need a business license? ✓
2. Do you have the required information? ✓
3. Login ✓
4. Business Information ✓
5. License Information ✓  
    **Finalizing Application**

#### Inventory information

Inventory Amount: 100

By clicking this confirmation button, I hereby certify and confirm under the penalties of perjury that the above named business owns commercial inventory in the amount indicated above for the license year indicated and I am the owner or corporate officer of the above named business and have legal authority to make this certification. I understand that it is illegal to misrepresent the amount of inventory and that the above license will be priced based upon this amount.

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I AGREE

#### Attestation 2 – (Required by every license applicant to complete)

I hereby certify and confirm under the penalties of perjury that, by clicking this button, I am the owner or corporate officer of the above named business and have legal authority to make this certification and that all of the information I have provided concerning this application are true and accurate to the best of my knowledge and belief and that the above is the valid workmen’s compensation insurance binder number.

### Apply for a Business License

#### Steps

1. Do you need a business license? 
  2. Do you have the required information? 
  3. Login 
  4. Business Information 
  5. License Information 
- Finalizing Application**

#### Workers Compensation Information

I am an employer, the policy binder# is 635345  
Number of Employees: 2

I hereby certify and confirm under the penalties of perjury that, by clicking this button, I am the owner or corporate officer of the above named business and have legal authority to make this certification and that all of the information I have provided concerning this application are true and accurate to the best of my knowledge and belief and that the above is the valid workmen's compensation insurance binder number.

< BACK

I AGREE

## 5.4 SUBMIT LICENSE APPLICATION

As part of the finalization steps, you will be asked to confirm that all information entered, to this point, was true and accurate.

### Attestation 3 – (Required by every license applicant to complete)

I hereby certify and confirm under the penalties of perjury that, by clicking this button, I am the owner or corporate officer of the above named business and have legal authority to make this certification and that all of the information I have provided concerning this application are true and accurate to the best of my knowledge and belief, and that if an inventory amount was entered, the above named business, owns commercial inventory in the amount indicate above for the license year indicated, and that I have answered all questions truthfully and accurately. I also understand that other agencies of both state and local governments must yet approve the license application and I will be informed of any problems or the need for additional information prior to license issuance.

If you are uncertain of any information or anything concerning this application or your legal authority to proceed, please click the CANCEL button NOW to abort this application!

**Apply for a Business License**

**Steps**

1. Do you need a business license?
  2. Do you have the required information?
  3. Login
  4. Business Information
  5. License Information
- Finalizing Application**

By agreeing to the statements on this page, your application will be submitted to the Clerk of the Circuit Court.

In order to complete this application and save it, you Must select the **I AGREE** button on the bottom of this page.

**Business Information**

Mailing Address	License Information
	Subdivision: 02 Annapolis
	Business Opening Date: 06/16/2021
Location Address	Type of Business:
DEV03022022 DEV03022022	FEIN/SSN: *****1111
DEV03022022	MD Corporate ID (SDAT)#: T90909033
RIVA RD	Sales Tax (Comptroller)#:
ANNAPOLIS, MD 21244	

**License Information**

License Detail Information							
Description						Value	
Inventory Amount						100	
Code	Unit	Type of License	No. of Licenses	Issuing Fee	Cost	Penalty	
71	1.0	TRADER'S LICENSE	1	2.00	15.00	3.60	

License Detail Information

Description		Value				
Inventory Amount		100				
Code	Unit	Type of License	No. of Licenses	Issuing Fee	Cost	Penalty
71	1.0	TRADER'S LICENSE	1	2.00	15.00	3.60

<b>Issuing Fees:</b>	2.00
<b>License Total:</b>	15.00
<b>Total Penalty:</b>	3.60
<b>Estimated Total:</b>	\$ 20.60

Business Licenses should be purchased at the time of business opening. Failure to do so may result in penalties being assessed.

Estimated Total may adjust depending on the penalties or other adjustments by the Clerk of the Circuit Court during review of the Business License application.

**I hereby certify and confirm under the penalties of perjury that, by clicking this button, I am the owner or corporate officer of the above named business and have legal authority to make this certification and that all of the information I have provided concerning this application are true and accurate to the best of my knowledge and belief, and that if an inventory amount was entered, the above named business, owns commercial inventory in the amount indicated above for the license year indicated, and that I have answered all questions truthfully and accurately. I also understand that other agencies of both state and local governments must yet approve the license application and I will be informed of any problems or the need for additional information prior to license issuance.**

**If you are uncertain of any information or anything concerning this application or your legal authority to proceed please click the CANCEL button NOW to abort this application!**

< BACK
CANCEL ✕
I AGREE

After clicking **I Agree**, you will then be taken back to the **Apply for a Business License** page.

**Please review the following license information**

Your license application has been submitted with the following information and an email has been sent to you to confirm your application.

**This application is under review, you cannot print it at this moment.**

Mailing Address		License Information					
TEST STORE 032801 TEST STORE 032801 3281 TEST ST SUITE 101 TEST CITY, MD 20111		<b>License No:</b> 01902352					
		<b>Control No:</b> 01902352					
Location Address		<b>Subdivision:</b> 01 Allegany County					
		<b>Business Opening Date:</b> 03/28/2023					
		<b>Type of Business:</b> TEST BUSINESS 032801					
		<b>FEIN/SSN:</b> *****0328					
		<b>MD Corporate ID (SDAT)#:</b> D22303281					
		<b>Sales Tax (Comptroller)#:</b>					
Code	Unit	Type of License	No. of Licenses	Issuing Fee	Cost	Penalty	
71	4.0	TRADER'S LICENSE	1	2.00	6.25	0.00	
01	002	CHAIN STORE	1	2.00	2.50	0.00	
89	500	STORAGE WAREHOUSE	1	2.00	37.50	0.00	

<b>Issuing Fees:</b>	6.00
<b>Total:</b>	46.25
<b>Total Penalty:</b>	0.00
<b>Estimated Total:</b>	\$ 52.25

Business Licenses should be purchased at the time of business opening. Failure to do so may result in penalties being assessed.

Estimated Total may adjust depending on the penalties or other adjustments by the Clerk of the Circuit Court during review of the Business License application.

Your license may not be issued until all required information has been submitted.  
Your license requires the following approvals

**Clerk**

You may or may not be contacted by the Clerk of the Circuit Court to verify your business license application.

**Payment Details**

If you have provided an e-mail address, you will receive an e-mail when approvals have been received. At that time, you may use the online payment option at Maryland Business Licenses Online or print out the application and return it with a check (by mail or in person) to the Clerk of the Circuit Court. It is your responsibility to check the status of your business license application.

**CONTINUE >**

**Payment Details**

After clicking **I Agree**, you will see a message at the bottom of the form for Payment Details. If you have provided an e-mail address, you will receive an e-mail when approvals have been received. At that time, you may use the online payment option at Maryland Business Licenses Online or print out the application and return it with a check (by mail or in person) to the Clerk of the Circuit Court. It is your responsibility to check the status of your business license application.

The system will send you an email similar to the email below:

**Maryland Judiciary Business Licenses Online - Initial Email**

DO NOT RESPOND TO THIS MESSAGE. IF YOU HAVE QUESTIONS ABOUT THE LICENSE ISSUANCE PROCESS, PLEASE CONTACT THE CLERK OF THE CIRCUIT COURT FOR YOUR JURISDICTION.

Your Caroline County, Maryland 2023 On-line business application control # 05124541  
03/28/2023 13:52:30

Location Name & Address:

TEST BISTRO  
TEST BISTRO TWO  
200 SYDNEY LANE  
DENTON, MD 21629

License type & specific amount

Code Unit Type of License Cost

87 799 RESTAURANT 10.00  
Issuing Fee 2.00

Total Penalty 0.00

ESTIMATED LICENSE COST \$12.00

Any information provided will solely be used for the express purpose of obtaining a business license from the Clerk of the Circuit Court's Office.

Your application needs the following approvals before your license can be approved for issuance:

Clerk

If you have any questions please contact the Clerk of the Circuit Court for Caroline County - License Department (410)479-1811

You will receive additional emails as the above items are cleared or their status is satisfied.

When your license is ready to be issued you will receive an email with an attached PDF (requires Adobe Acrobat Reader - free download at

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fget.adobe.com%2Freader%2F&data=05%7C01%7Ctest.user%40mdcourts.gov%7C38bcb0e4282e42df583f08db2fb533f8%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638156227526574760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jUDjq37Fyxh2p%2BN0XX6woLqrf6w8vpxohp5BI7xmsjg%3D&reserved=0>) copy

of your license application, with instructions to make a payment online for your business license or print out the application and return it with a check to the Clerk of the Circuit Court.

It is your responsibility to provide any follow-up information or contact any of the above agencies for this purpose or other licensing agencies which may be required.

This email and any files transmitted with it were created by the Maryland Judiciary's Electronic Business License System and are confidential and intended solely for the use of the individual and/or licensee or entity to whom they are addressed. You have agreed to receive this email as part of your on-line registration and license association process. If you have received this email in error, please notify the Clerk of the Circuit Court in the appropriate county. If you no longer are legally authorized to receive this email on behalf of the business license enumerated above please delete your license association at

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mdcourts.gov%2Flicense&data=05%7C01%7Ctest.user%40mdcourts.gov%7C38bcb0e4282e42df583f08db2fb533f8%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638156227526574760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uyalYwvpGD45n%2BHZ7734QaSEEZIS4BswtTUhsTsB3ms%3D&reserved=0>

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mdcourts.gov%2Flicense&data=05%7C01%7Ctest.user%40mdcourts.gov%7C38bcb0e4282e42df583f08db2fb533f8%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638156227526574760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uyalYwvpGD45n%2BHZ7734QaSEEZIS4BswtTUhsTsB3ms%3D&reserved=0>

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mdcourts.gov%2Flicense&data=05%7C01%7Ctest.user%40mdcourts.gov%7C38bcb0e4282e42df583f08db2fb533f8%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638156227526574760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uyalYwvpGD45n%2BHZ7734QaSEEZIS4BswtTUhsTsB3ms%3D&reserved=0>

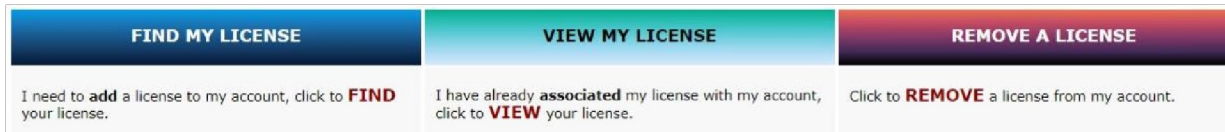
THIS MAY BE THE ONLY NOTIFICATION YOU RECEIVE. IT IS YOUR RESPONSIBILITY TO TRACK AND FOLLOW YOUR LICENSE AND HAVE IT ISSUED IN A TIMELY MANNER TO AVOID PENALTIES OR OTHER LEGAL ACTIONS.



5.5 LICENSE INFORMATION

After you submit your license, you will be redirected to a page where you can choose from the following options:

- FIND MY LICENSE
- VIEW MY LICENSE
- REMOVE A LICENSE



**NOTE:** If you are already logged in, you can go to the **HOME** page, within the **EDIT/RENEW LICENSE** box, you can select **My Licenses** and the website will direct you to the **FIND MY LICENSE** selection box.



5.5.1 FIND MY LICENSE

This option allows you to **add** a license to your account. You can search for a license and associate the license with your account.



- Select **FIND**.

- On the **Find License** form, select your **Jurisdiction/County** from the drop-down list.
- Enter the **Owner/Corporate Name** .
- Select **Find**.
- After you locate your license application, choose **Add**.
- Enter the **SSN/FEIN** number.
- The license application will be added to your account.

5.5.2 VIEW MY LICENSE

If you have already associated your license with your account, you can select **VIEW** to review your license application.

**VIEW MY LICENSE**

I have already **associated** my license with my account, click to **VIEW** your license.

**My Licenses**

This page allows you to view all the licenses that you told us belong to you.

**Do you have any licenses to add to your list?**

Please [click here](#).

**Are there any licenses in the list that do not belong to you?**

To remove your association with a license please click the Remove link next to the license you wish to remove.

Click **Awaiting Payment** link to pay for your license.

Find a License

My Licenses - DEV04212022					
License No.	Trade Name	Location	Jurisdiction	License Year	License Status
02910805	TEST	CUSTOMER LANE	Anne Arundel County	2022	Pending

5.5.3 REMOVE A LICENSE

If you need to remove a license from your account, select the **REMOVE** link.

**REMOVE A LICENSE**

Click to **REMOVE** a license from my account.

6 PAY FOR A LICENSE

6.1 IN PERSON

You can visit your local courthouse to complete and remit payment for your license application. You will need to take your license application with you to the courthouse.

6.2 BY MAIL

You can view, print, and sign your application before mailing it in with a check payment to your local courthouse.

6.3 ONLINE PAYMENTS

To pay for a license online, you will first need to locate your license.

If you got logged out, you will need to re-login to the **Maryland Business Licenses Online** system.

- To re-login, choose **SIGN IN** on the **Home** page.

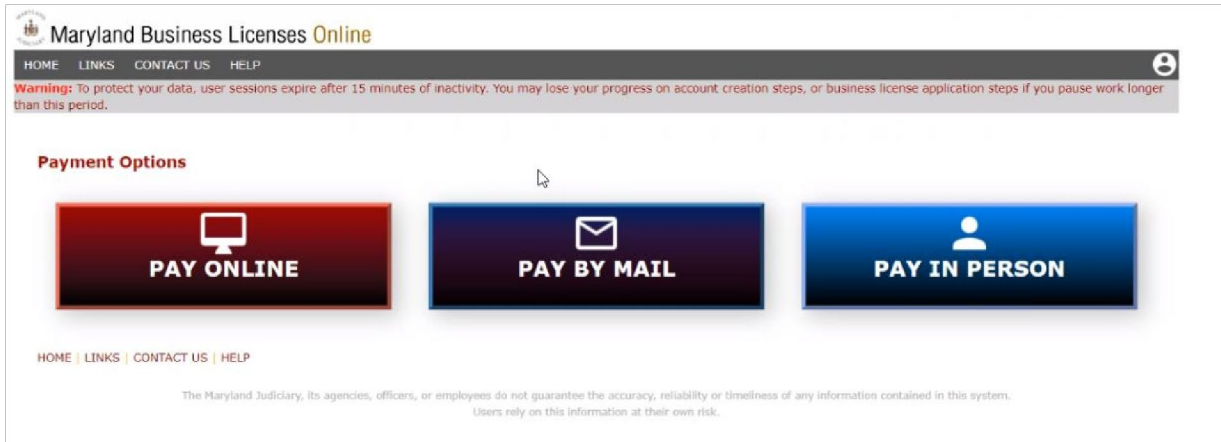
After you login, select [VIEW MY LICENSE](#).

If your license application has been approved, you will see a message **Awaiting Payment**.

Find a License					
My Licenses - DEV04212022					
License No.	Trade Name	Location	Jurisdiction	License Year	License Status
02910805	TEST	CUSTOMER LANE	Anne Arundel County	2022	Pending <span style="border: 1px solid red; padding: 2px;">Awaiting Paymer</span>

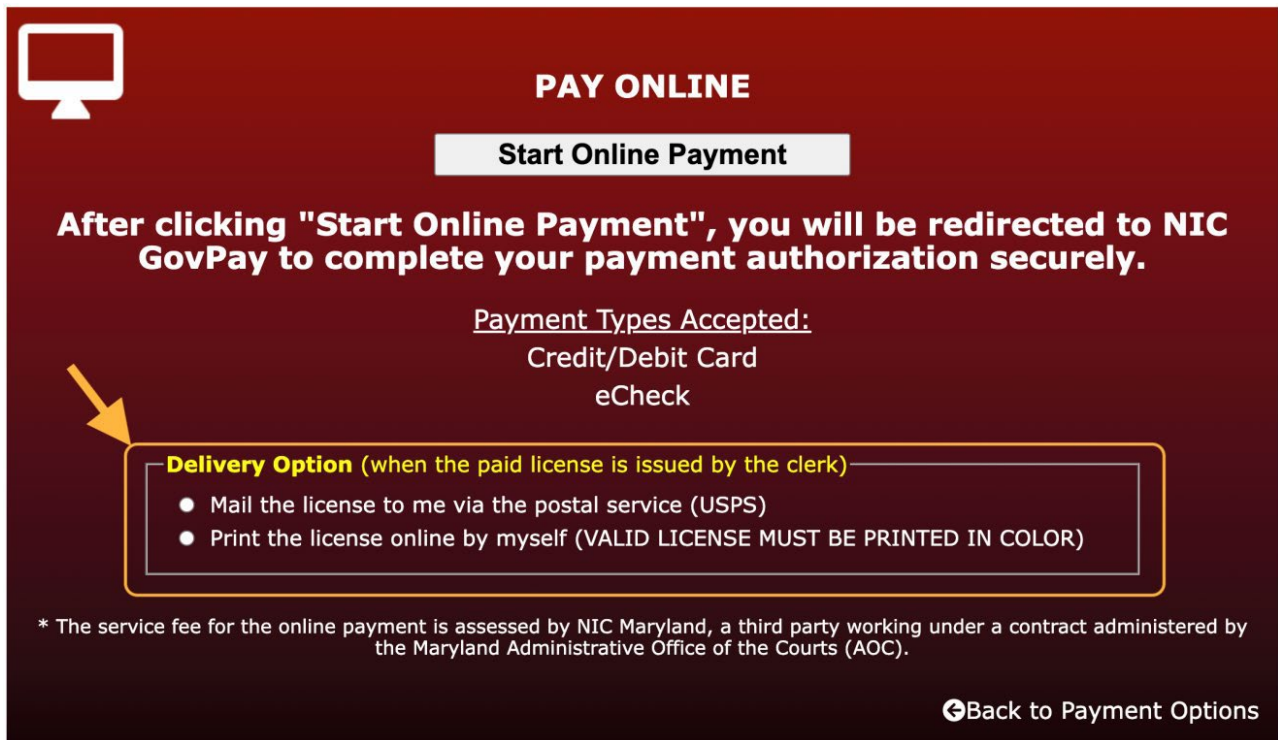
When you choose **Awaiting Payment**, you can proceed to make an online payment.

Select **PAY ONLINE** to make a payment via the web.



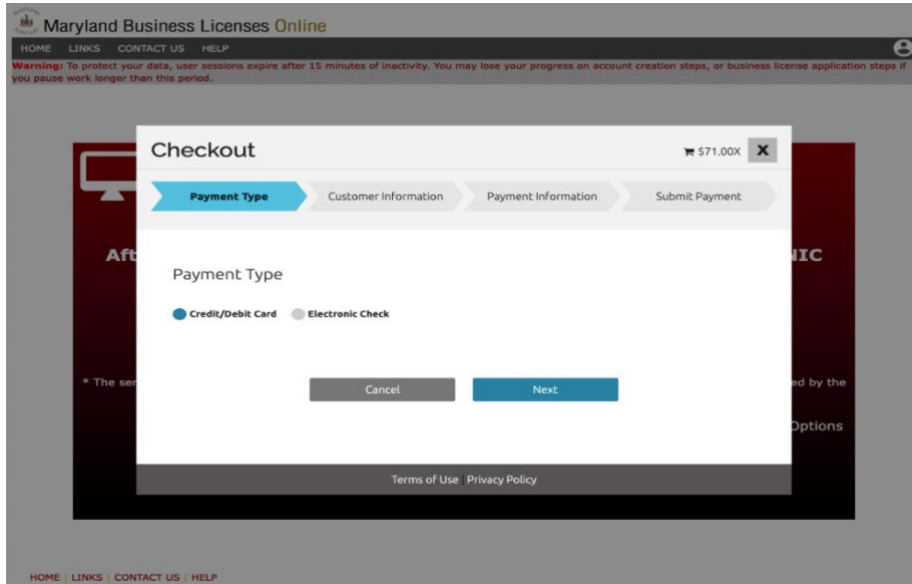
Select the **Delivery Option** for how you wish to receive your business license once the clerk issues it. The license can be mailed via USPS by the clerk or if you have a color printer you may print the license yourself. You may not proceed without selecting a delivery option.

Select **START ONLINE PAYMENT** to make a payment via the web.

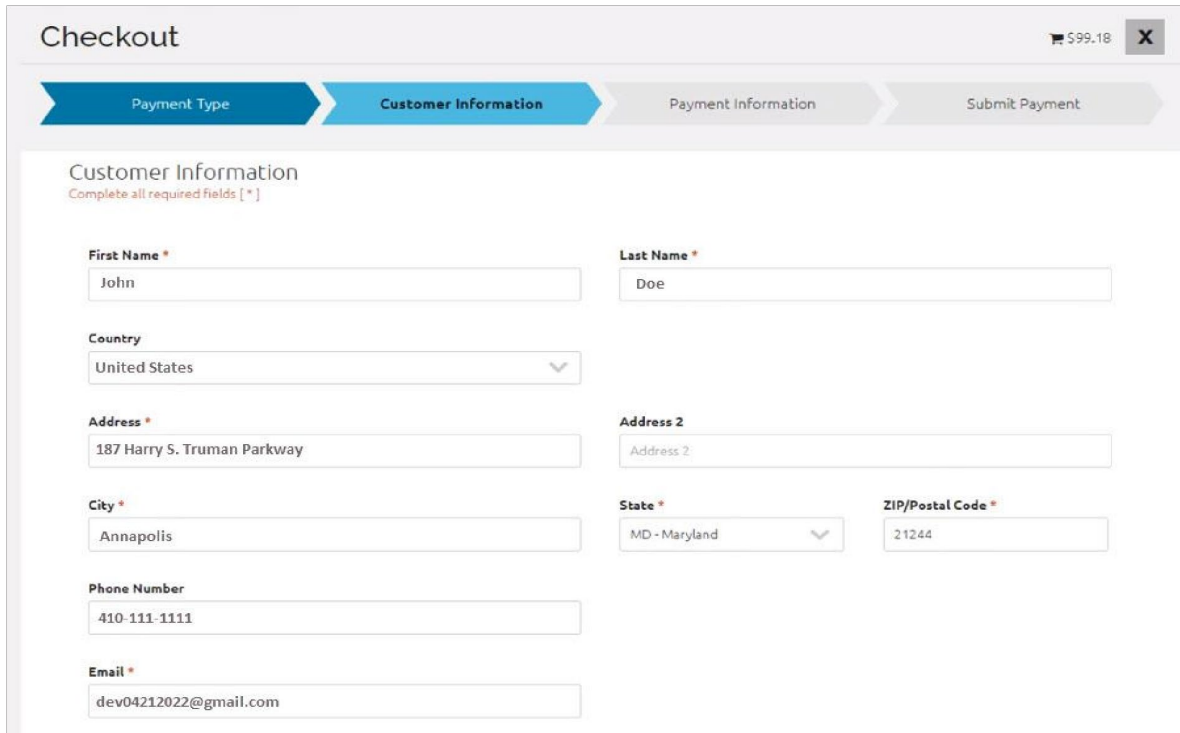


(Note: There is a service fee added by the payment vendor. You may select **Back to Payment Options** and mail in your license application or visit your local court if you do not wish to pay the fees.)

You will be taken to the **Checkout > Payment Type** page to complete your payment.



On the **Checkout > Customer Information** and **Payment Information** page, you can enter your customer information and payment information.



Checkout \$99.18

Payment Type   Customer Information   **Payment Information**   Submit Payment

Complete all required fields [ \* ]

**Name on Credit Card \***

**Credit Card Number \***

**Expiration Date \***

**Security Code \***

On the **Checkout > Submit Payment** page, you can submit and complete your payment. (Note: The service fee amount added by the payment vendor is displayed here. You may continue or cancel out if you do not wish to pay the fee.)

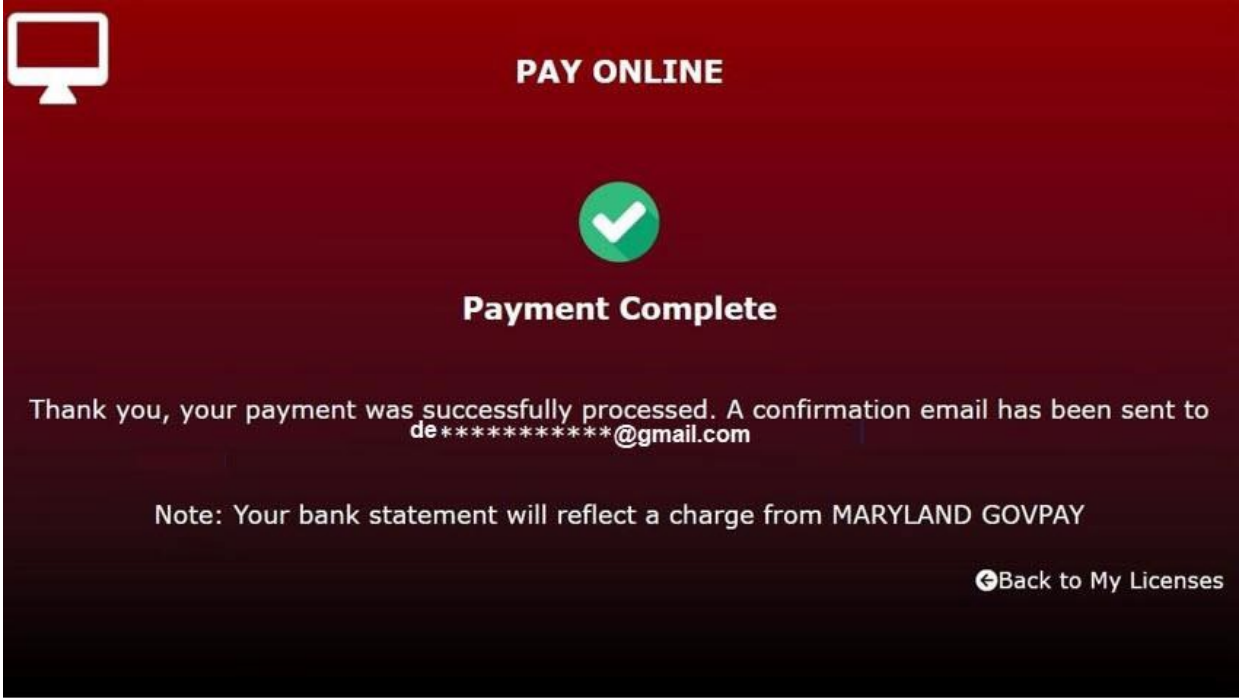
Checkout \$99.18 X

Payment Type   Customer Information   Payment Information   **Submit Payment**

Review & Confirm

<b>Customer Information</b> <b>Address</b> DEV04212022 DEV04212022 187 Harry S. Truman Parkway ANNAPOLIS, MD 21401 <b>Phone Number</b> 410-111-1111 <b>Country</b> United States <b>Email Address</b> dev04212022@gmail.com	<b>Payment Information</b> <b>Credit Card</b> Visa***6789 <b>Name on Account</b> John C Doe <b>Exp.</b> 01/2023	<b>Transaction Summary</b> <b>Subtotal</b> \$96.25 <b>Fees</b> \$2.93 <b>Total</b> \$99.18
---	---	--

Upon confirmation of your payment information on the PAY ONLINE page, you will be presented with the status of your payment.



7 PRINT A LICENSE

If you opted to print out your license when making an online payment for your Maryland business license you will be able to view that on your My Licenses page.

- Hover over the computer icon in the Delivery Option column to see your selection. (See Figure 7a below)
- When the court issues your license, you will receive an email that the license has been issued and it is ready to print. (See example email on page 38)
- A printer icon will appear on the same page as shown below when your license is ready to be printed. (See Figure 7b below)
- Click on the printer icon to print your business license. (See Figure 7b below)

**Note:** You will not be able to print your Business License until it is issued by the clerk, and it must be printed in color.

Figure 7a

**My Licenses**

This page allows you to view all the licenses that you told us belong to you.

**Do you have any licenses to add to your list?**  
Please [click here](#).

**Are there any licenses in the list that do not belong to you?**  
To remove your association with a license please click the Remove link next to the license you wish to remove.

Click **Awaiting Payment** link to pay for your license.

Find a License



My Licenses - bobbilee1						
License No.	Trade Name	Location	Jurisdiction	License Year	License Status	Delivery Option
01202139	COUNTY TEST	100 TEST STREET	Allegany County	2024	Pending	
01202137	REPORT TEST	100 TEST STREET	Allegany County	2024	Pending	
01202138	TEST CUMBERLAND	100 TEST STREET	Allegany County	2024	Pending	
08230801	BERRY DELICIOUS	302 JOHN HARRISON ROAD	Charles County	2024	Pending - Paid Online	
01102394	COUNTY TEST	100 TEST STREET	Allegany County	2023	Pending	 Print License Myself

Figure 7b

**My Licenses**



This page allows you to view all the licenses that you told us belong to you.

**Do you have any licenses to add to your list?**  
Please [click here](#).

**Are there any licenses in the list that do not belong to you?**  
To remove your association with a license please click the Remove link next to the license you wish to remove.

Click **Awaiting Payment** link to pay for your license.

Find a License

My Licenses - bobbilee1						
License No.	Trade Name	Location	Jurisdiction	License Year	License Status	Delivery Option
01202139	COUNTY TEST	100 TEST STREET	Allegany County	2024	Pending	
01202137	REPORT TEST	100 TEST STREET	Allegany County	2024	Pending	
01202138	TEST CUMBERLAND	100 TEST STREET	Allegany County	2024	Pending	
08230801	BERRY DELICIOUS	302 JOHN HARRISON ROAD	Charles County	2024	Issued	
01102394	COUNTY TEST	100 TEST STREET	Allegany County	2023	Pending	 Print License
15145160		312 KENTLAND BLVD	Montgomery County	2023	Issued	



**8 SEARCH LICENSE**

eLicense online gives you the ability to search for licenses.

If you are not logged in follow these steps to search for a license:

- In the **Search License** box:
- Select **Search License Records**
- Enter the **jurisdiction name**
- Enter your business' **Trade Name or Owner Name**
- Select **Submit**

**9 EDIT/RENEW LICENSE**

eLicense online gives you the ability to renew your business license online.

Once you are logged in, follow these steps to search for a license that has already been added to your account:

- In the **EDIT/RENEW LICENSE** box:
- Click on **My Licenses**
- In the **VIEW MY LICENSE** box, click on **VIEW** to review licenses associated with your account.
- Applications for the new license year will automatically be displayed.
- Verify the information on the license application for the new license year is still accurate.
- Certain license information may not be edited online. Please contact the court to edit any of the below information.

**Edit your Business License**

You will not be able to change the owners name, SDAT number, or FEIN/SSN.

You will not be allowed to delete/remove licenses.

You will not be allowed to make changes for Chain Store licenses.

When the license application is approved by the required external agency in eLicense Admin web application (e.g. County Treasurer, Town Treasurer, Comptroller...etc.), an “Additional Approval Email” will be sent to the public user(s) who has associated the license application in eLicense Online web application (please see the attached “Additional Approval Email” example).

**Maryland Judiciary Business Licenses Online - Additional Approval Email**

DO NOT RESPOND TO THIS MESSAGE. IF YOU HAVE QUESTIONS ABOUT THE LICENSE ISSUANCE PROCESS, PLEASE CONTACT THE CLERK OF THE CIRCUIT COURT FOR YOUR JURISDICTION.

Your Anne Arundel County, Maryland 2022 On-Line business application control # 02910887

01/17/2023 11:30:35

Location Name & Address: TEST  
BIG BOX STORAGE  
TEST BIG BOX STORAGE  
2664 RIVA ROAD  
ANNAPOLIS, MD 21401

License type & specific amount  
Inventory Amount H1000  
Number of Chain Stores 5

Code	Unit	Type of License	Cost
71	1.0	TRADER'S LICENSE	7.50
		Issuing Fee	2.00
1	006	CHAIN STORE	10.00
		Issuing Fee	2.00
89	500	STORAGE WAREHOUSE	75.00
		Issuing Fee	2.00
		Total Penalty	0.00

ESTIMATED LICENSE COST \$98.50

Any information provided will solely be used for the express purpose of obtaining a business license from the Clerk of the Circuit Court's Office.

Comptroller has approved your application.

Anne Arundel County County Treasurer has approved your application.

Anne Arundel County Town Treasurer has approved your application.

Failure to provide the requested information will result in your license application not being approved. No further action will be taken until the above information is provided.

If you have any questions please contact the Clerk of the Circuit Court for Anne Arundel County - License Department (410)222-1434

You will receive additional emails as the above items are cleared or their status is satisfied.

When your license is ready to be issued you will receive an email with an attached PDF (requires Adobe Acrobat Reader - free download at

[It is your responsibility to provide any follow-up information or contact any of the above agencies for this purpose or other licensing agencies which may be required.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fget.adobe.com%2Freader%2F&data=05%7C01%7Cbobb.ager%40mdcourts.gov%7C1ade3086df3447729a0608dbdbc55fa0%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638345412981071306%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=H0mxe2WVK7myVcMFRgsaM8gXaZlplXeDRq%2BDBQMWFLA%3D&reserved=0) copy of your license application, with instructions to make a payment online for your business license or print out the application and return it with a check to the Clerk of the Circuit Court.</p></div><div data-bbox=)

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<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mdcourts.gov%2Flicense&data=05%7C01%7Ctest.user%40mdcourts.gov%7C5189fd5aa2cd4c66692f08daf8a8296e%7C2be0e635355c4ebda05f937800f269e9%7C0%7C0%7C638095698381055389%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ElAxEWAjKhhqOD0mOG0Lw%2B5fnKtYkARtampz2iiFPI0%3D&reserved=0.>

**THIS MAY BE THE ONLY NOTIFICATION YOU RECEIVE. IT IS YOUR RESPONSIBILITY TO TRACK AND FOLLOW YOUR LICENSE AND HAVE IT ISSUED IN A TIMELY MANNER TO AVOID PENALTIES OR OTHER LEGAL ACTIONS.**

When the license application is approved by the clerk user in eLicense Admin web, a “Clerk Approval Email” will be sent to the public user(s) who has associated the license application in eLicense Online web application (please see the attached “Clerk Approval Email” example).

**“Clerk Approval” Email**

This email is sent to the customer who associates to the business license being clerk approved to notify the customer that their license application has been approved and is awaiting payment (please see the highlighted area below).

DO NOT RESPOND TO THIS MESSAGE. IF YOU HAVE QUESTIONS ABOUT THE LICENSE ISSUANCE PROCESS, PLEASE CONTACT THE CLERK OF THE CIRCUIT COURT FOR YOUR JURISDICTION.

Your Howard County, Maryland 2023 On-Line business application control # 13142961

01/24/2024 12:41:59

Location Name & Address:

TEST CHUN 20240124-1  
 TEST STORE 20240124-1  
 1241 TEST ST  
 SUITE A1  
 TEST CITY, MD 20124

License type & specific amount  
 Inventory Amount 2350

Code	Unit	Type of License	Cost
1	002	CHAIN STORE	5.00
		Issuing Fee	2.00
71	2.5	TRADER'S LICENSE	20.00
		Issuing Fee	2.00
74	025	CIGARETTE	25.00
		Issuing Fee	2.00
75	030	SPECIAL RETAIL CIGARETTE	30.00
		Issuing Fee	2.00
97	001	OTHER TOBACCO PROD RETLR	0.00
		Issuing Fee	2.00
		Total Penalty	0.00
ESTIMATED LICENSE COST			\$90.00

To complete this process, you will need Adobe Reader. If you do not have Adobe Reader installed, you may download it from:

<https://get.adobe.com/reader/>

Your application has been reviewed and is awaiting your payment.

You can now use the Online Payment option in Maryland Business Licenses Online website (<https://www.mdcourts.gov/license>) to pay for your business license application. A non-refundable service fee will be assessed during the payment process and will be displayed on the Submit Payment screen. You will have the opportunity to cancel the payment before the service fee is charged.

Or you can open the attached business license application-print it out, SIGN IT and return it with a check or money order in the amount of \$90.00 - made payable to the Clerk of the Circuit Court to :

WAYNE A. ROBEY, CLERK OF CIRCUIT COURT  
9250 JUDICIAL WAY, SUITE 1900  
ELLCOTT CITY, MARYLAND 21043

Upon receipt of your payment your business license will be mailed to you.

If you have any questions please contact the Clerk of the Circuit Court for Howard County - License Department (410)313-5850

It is your responsibility to contact any other licensing agencies which may require you to have additional licenses.

This email and any files transmitted with it were created by the Maryland Judiciary's Electronic Business License System and are confidential and intended solely for the use of the individual and/or licensee or entity to whom they are addressed. You have agreed to receive this email as part of your on-line registration and license association process. If you have received this email in error, please notify the Clerk of the Circuit Court in the appropriate county. If you no longer are legally authorized to receive this email on behalf of the business license enumerated above please delete your license association at <https://www.mdcourts.gov/license>.

**THIS MAY BE THE ONLY NOTIFICATION YOU RECEIVE. IT IS YOUR RESPONSIBILITY TO TRACK AND FOLLOW YOUR LICENSE AND HAVE IT ISSUED IN A TIMELY MANNER TO AVOID PENALTIES OR OTHER LEGAL ACTIONS.**

“License Issued” Email – Ready to Print Version

This email is sent to the customer who paid for the business license that the license has been issued by the clerk and is now ready to be printed online (please see the highlighted area below).

PLEASE DO NOT RESPOND TO THIS MESSAGE. IT IS SENT FROM AN UNMONITORED ADDRESS. IF YOU HAVE ANY QUESTIONS ABOUT YOUR LICENSE, PLEASE CONTACT THE CLERK OF THE CIRCUIT COURT FOR YOUR JURISDICTION.

Your Howard County, Maryland 2023 business license application  
Control # 13643558  
License # 13142960

12/05/2023 23:30:27

Location Name & Address:  
TEST CHUN 20231205-1  
TEST STORE 20231205-1  
12051 TEST ST  
SUITE A1  
TEST CITY, MD 21205

License type & specific amount  
Inventory Amount: 2150

Code	Unit	Type of License	Cost
1	002	CHAIN STORE	\$5.00
		Issuing Fee	\$2.00
71	2.5	TRADER'S LICENSE	\$20.00
		Issuing Fee	\$2.00
74	025	CIGARETTE	\$25.00
		Issuing Fee	\$2.00
75	030	SPECIAL RETAIL CIGARETTE	\$30.00
		Issuing Fee	\$2.00
97	001	OTHER TOBACCO PROD RETLR	\$0.00
		Issuing Fee	\$2.00
		Total Penalty	\$17.60

LICENSE COST \$107.60

Your license has been ISSUED and you can now use Maryland Business Licenses Online website (<https://www.mdcourts.gov/license>) to PRINT YOUR BUSINESS LICENSE.

If you have any questions please contact the Clerk of the Circuit Court for Howard County - License

Department .

It is your responsibility to contact any other licensing agencies which may require you to have additional licenses.

This email and any files transmitted with it were created by the Maryland Judiciary's Electronic Business License System and are confidential and intended solely for the use of the individual and/or licensee or entity to whom they are addressed. You have agreed to receive this email as part of your on-line registration and license association process. If you have received this email in error, please notify the Clerk of the Circuit Court in the appropriate county. If you no longer are legally authorized to receive this email on behalf of the business license enumerated above please delete your license association at <https://www.mdcourts.gov/license>.

**THIS MAY BE THE ONLY NOTIFICATION YOU RECEIVE. IT IS YOUR RESPONSIBILITY TO TRACK AND FOLLOW YOUR LICENSE AND HAVE IT ISSUED IN A TIMELY MANNER TO AVOID PENALTIES OR OTHER LEGAL ACTIONS.**

**“License Issued” Email – Mail by Postal Service Version**

This email is sent to the customer who paid for the business license that the license has been issued by the clerk and will be mailed to him/her via the postal service (please see the highlighted area below).

PLEASE DO NOT RESPOND TO THIS MESSAGE. IT IS SENT FROM AN UNMONITORED ADDRESS. IF YOU HAVE ANY QUESTIONS ABOUT YOUR LICENSE, PLEASE CONTACT THE CLERK OF THE CIRCUIT COURT FOR YOUR JURISDICTION.

Your Charles County, Maryland 2023 business license application  
Control # 08631540  
License # 08131387

01/24/2024 13:08:39

Location Name & Address:  
TEST CHUN 20231017-2  
TEST STORE 20231017-2  
10172 TEST ST  
SUITE B2  
TEST CITY, MD 21172

License type & specific amount  
Inventory Amount: 2350

Code	Unit	Type of License	Cost
1	002	CHAIN STORE	\$5.00
		Issuing Fee	\$2.00
71	2.5	TRADER'S LICENSE	\$20.00
		Issuing Fee	\$2.00
74	025	CIGARETTE	\$25.00
		Issuing Fee	\$2.00
75	030	SPECIAL RETAIL CIGARETTE	\$30.00
		Issuing Fee	\$2.00
97	001	OTHER TOBACCO PROD RETLR	\$0.00
		Issuing Fee	\$2.00
		Total Penalty	\$19.20

LICENSE COST \$109.20

Your license has been ISSUED and will be MAILED TO YOU VIA THE POSTAL SERVICE (USPS).

If you have any questions please contact the Clerk of the Circuit Court for Charles County - License



Department .

It is your responsibility to contact any other licensing agencies which may require you to have additional licenses.

This email and any files transmitted with it were created by the Maryland Judiciary's Electronic Business License System and are confidential and intended solely for the use of the individual and/or licensee or entity to whom they are addressed. You have agreed to receive this email as part of your on-line registration and license association process. If you have received this email in error, please notify the Clerk of the Circuit Court in the appropriate county. If you no longer are legally authorized to receive this email on behalf of the business license enumerated above please delete your license association at <https://www.mdcourts.gov/license>.

THIS MAY BE THE ONLY NOTIFICATION YOU RECEIVE. IT IS YOUR RESPONSIBILITY TO TRACK AND FOLLOW YOUR LICENSE AND HAVE IT ISSUED IN A TIMELY MANNER TO AVOID PENALTIES OR OTHER LEGAL ACTIONS.

## 10 FREQUENTLY ASKED QUESTIONS (FAQ)

Please refer to the [Frequently Asked Questions \(FAQ\)](#) section on the **Maryland Business Licenses Online** website.

### 10.1 WHO TO CONTACT FOR ASSISTANCE - LICENSE RELATED QUESTIONS

If you have questions concerning licensing, please contact the Clerk of the Circuit Court's office in the county in which the business is located.

Please refer to the [Contact Us](#) section on the **Maryland Business Licenses Online** website.

If you wish to report a business that you believe is operating without a license please contact the Comptroller of the Treasury - Business License Enforcement Division at 410-260-6240.

### 10.2 WHO TO CONTACT FOR ASSISTANCE - TECHNICAL ASSISTANCE

For support for the eLicense website, please contact Judicial Information Systems (JIS) Support (410) 260-1114. JIS can only assist with technical website issues.

For questions related to business license applications, please contact your local court or the Comptroller's Office.