



City of Boston
Mayor Michelle Wu
Licensing Board

Commissioners:
Kathleen M. Joyce, Chairman
Keeana S. Saxon
Ava C. Concepcion
Board Secretary:
Daniel R. Green

2027 Retail Package Store (\$15) License Renewal Instructions

Please read these instructions carefully. You may visit www.boston.gov/licensing for updates.

1. PAY YOUR RENEWAL FEE

Online payment is preferred. See the reverse side for additional payment instructions. Online payment: bit.ly/paylicense2 (case-sensitive) or [scan the QR code](#). You will need your license number (LB-#####) located on the enclosed application or three-tiered invoice.



PAYMENT SITE

2. GATHER AND FILL OUT ALL REQUIRED DOCUMENTS

Required by November 30, 2026

- ☐ 2027 **City of Boston** Alcoholic Beverages Renewal Application (enclosed)
- ☐ 2027 **ABCC State** Renewal Application (enclosed)
- ☐ Wage Theft Certification Form - only check **one** box (enclosed)

Important: Complete all fields and sign the City application. Only a person whose name is listed on the application may sign it (manager or officer).

3. COMPLETE THE ONLINE RENEWAL FORM

Submit all the documents from #2 (above) on the online form. A Google account (Gmail) will be required to submit documents. It is free to sign up.

Renewal period: November 1–30, 2026

Renew online: bit.ly/renewpackage2027 (case-sensitive) or [scan the QR code](#). **Do not email or mail your renewal application. It will not be accepted.** All renewals **must** be submitted on the online form.



**2027
PACKAGE STORE
RENEWAL FORM**

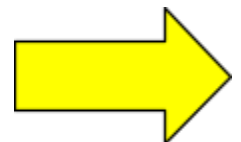
4. WATCH YOUR EMAIL

Google Forms will send an automatic confirmation with a copy of your form submission. Licensing staff will email you from RenewAlcohol@boston.gov with an update within two weeks. Check your spam folder. If staff request missing documents or payment, **reply directly to that email. Do not submit a second application on the online form.**

5. PICK UP YOUR 2027 LICENSE

License pick-up period: December 7–31, 2026

Once your application has been deemed complete, you will receive a confirmation email from RenewAlcohol@boston.gov. Bring this email when picking up your license. Anyone authorized by the business may pick up the license. **Licenses will not be emailed.**



FAILURE TO RENEW BY NOVEMBER 30

Your renewal application, required documents, and payment must be submitted by November 30, 2026 per Massachusetts State Law. If you fail to renew by the deadline, you must cease operations on December 31st, reapply for a new license, attend a hearing, and obtain approval from the Licensing Board and ABCC before a new license may be issued, subject to availability. There is no guarantee that a new license will be granted. State law does not permit exceptions.

PAYMENT OPTIONS

1. ONLINE — PREFERRED — BY CHECK, CREDIT, OR DEBIT CARD

Pay here: bit.ly/paylicense2 (case sensitive) or [scan the QR code](#). Enter your license number (LB-#####) located on the enclosed application or three-tiered invoice.

Service Charge: None for checks/EFT, 2.75% fee for credit/debit cards.

Rejected payments: \$25 fee, or 1% if the payment exceeds \$2,500.

Paying for multiple licenses? Double-check the total before completing payment. Remove duplicate charges by clicking the "X" next to the extra charge. Call 617-635-4170 for assistance.



PAYMENT SITE

2. BY MAIL — CHECK ONLY

Make checks payable to the **City of Boston**. Include your license number and business name on the memo line.

Mail to:

Boston City Hall
1 City Hall Square, Room 809
Boston, MA 02201

3. IN PERSON

Cash: Bring the enclosed three-tiered invoice to City Hall (Window M-8) on the Mezzanine Level.

Check: Pay at City Hall, Room 809. Make checks payable to the City of Boston and include your license number and business name on the memo line.

Credit/debit card: Pay in Room 809. A 2.75% service charge applies.

Rejected payments: \$25 fee, or 1% if the payment exceeds \$2,500.

NEED HELP?

Email us at RenewAlcohol@boston.gov.

Visit Boston City Hall, Room 809, Monday–Friday, 9:00 a.m.–4:30 p.m. Staff can assist you with the online form by our office tablets.

The office is closed November 11 and November 26, 2026.