



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
8 STATE HOUSE STATION  
AUGUSTA, MAINE 04330-0008

KIRSTEN LC FIGUEROA  
COMMISSIONER

Memorandum

JANET T. MILLS  
GOVERNOR

GREGORY R. MINEO  
DIRECTOR

**To:** All Liquor Licensees  
**From:** Tim Poulin, Deputy Director  
**RE:** Update – Expiring or Expired Liquor Licenses; granting temporary extensions  
**Date:** April 9, 2020

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As a follow up to my [guidance memo](#) dated March 26, 2020, the Bureau is granting temporary extensions of all licenses that will expire from May 1, 2020 to June 30, 2020.

This extension is granted for the following reasons:

1. For on-premises licenses, municipalities must approve these licenses and many offices are closed to the public due to the virus and staffing at those office may be impacted by the closure, and
2. Licensees are focused on keeping their business running, paying their employees and their bills, so spending funds on your license cost should not be a concern at this time.

For Maine based non-on-premises licensees and Maine licensed manufacturers, if your license will expire during this timeframe, please send your application for renewal with the proper fee by the expiration date of your license. The Bureau will hold your application and not process your payment until at least April 30<sup>th</sup> or on the day after the Emergency Declaration has ended whichever is the latest. The Bureau will contact you at that time to let you know that your application and payment are being processed.

For Certificate of Approval licensees, please send an email to [Patricia.Wiggin@Maine.gov](mailto:Patricia.Wiggin@Maine.gov) to let the Bureau know that you intend to renew your license. You will not be required to renew your license or existing label registrations until after this date, however, you **will still be required to register any new label registrations and pay the associated fee** using the web-based system at <https://www1.maine.gov/cgi-bin/online/bablo/liquor/index.pl>.

For Direct Shippers of Wine licensees, if your license has expired or will expire during this timeframe, please send your application for renewal with the proper fee. The Bureau will hold your application and not process your payment until at least April 30<sup>th</sup> or on the day after the Emergency Declaration has ended whichever is the latest. The Bureau will contact you at that time to let you know that your application and payment are being processed.

**Licensees will be required to renew their licenses within 30 days after Governor Mills' Emergency Declaration has ended.**

The Bureau will not be issuing temporary licenses to impacted licensees so please print and retain this memo as your evidence that you are permitted to continue operations.

We will update this memo as needed. If you have any questions on this matter, please contact me at 207-287-6750 or at [Tim.Poulin@maine.gov](mailto:Tim.Poulin@maine.gov).