



Town of Brookline Online Licensing Renewal Instructions

1. Open your web browser to <http://www.brooklinema.gov/BOSlicensing>
2. Click the Green Online Renewals button.



Home › Government › Boards & Commissions › A-B › Board of Selectmen › Licensing › Online License Renewals

[License Applications](#)

[License Fee Schedule](#)

[Licensing Regulations](#)

[Online License Renewals](#)



Online License Renewals

Before you renew, please review...

[Renewal Directions](#)

The Selectmen serve as the licensing board, responsible for issuing and renewing over 600 licenses in more than 20 categories, including common victualler, food vendor, liquor, lodging house, open-air parking lot, inflammables, special events and entertainment.

The Selectmen established a Licensing Review Committee to review all current regulations for licensing, with special attention to liquor and food vendor licenses, under the authority of the Board of Selectmen and to make recommendations for any changes and updates in light of new information or conditions. Visit the [Committee's webpage](#) for more information.

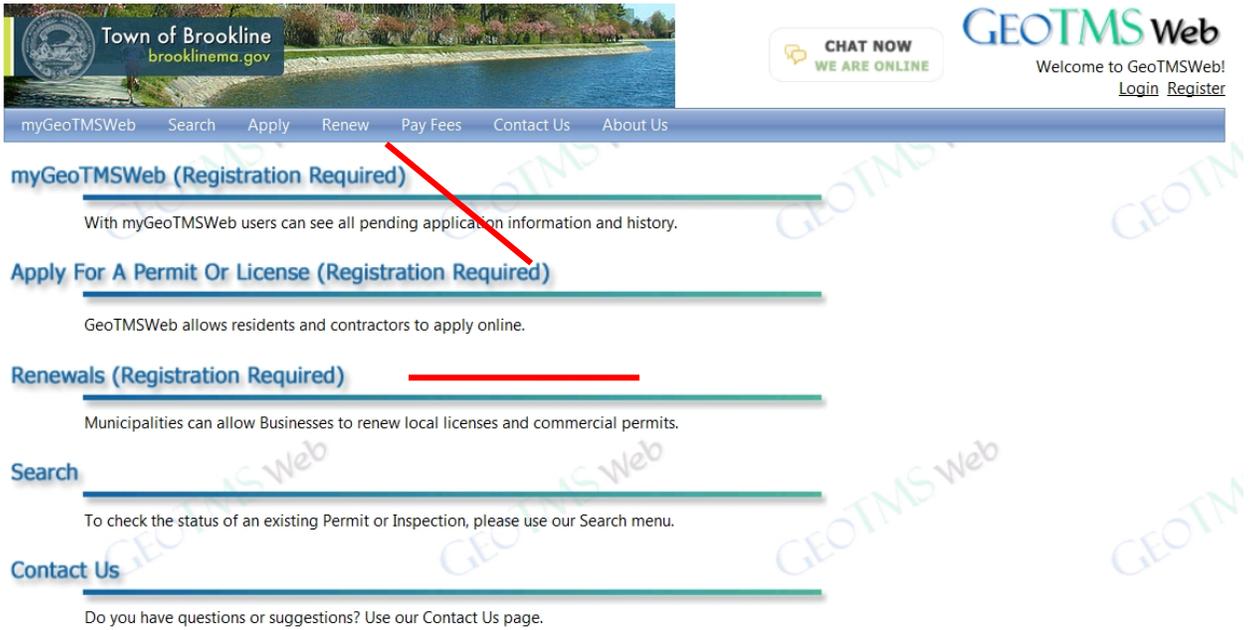
Online Renewals

3. Register.



GEOTMS Web
Welcome to GeoTMSWeb!
[Login](#) [Register](#)

- Once you have established a username and password and are logged in click Online Renewals or Renew on the main page.



- Enter your renewal code and hit SEARCH. Your renewal code can be found on the cover letter sent in your renewal packet. The renewal code is the same for each license you are trying to renew. The Renewal code does not contain zeros.

The screenshot shows the 'Renew' form on the website. The form has a title 'Renew' and a subtitle 'ENTER A RENEWAL CODE'. It contains a text input field for 'Renewal Code:', a 'Search' button, and a 'Submit' button. The total fee payment is shown as \$0.00.

6. Your business information will display in a pop-up window. Click YES



Your information
will display here.

7. The licenses available for renewal will display. Click the renew checkbox for the licenses you are ready to renew. The fee will automatically calculate based on your selection and what we have in our licensing files. Click SUBMIT

Your name will display here

LICENSING

LN-2014-0317

Permit #: [LN-2014-0317](#)

Permit Type: Entertainment Permits-Radio, TV and Taped Music

Business: Your business information will display here

Location: Your business information will display here

Owner: Your business information will display here

Mail To: Your business information will display here

BROOKLINE, MA 02445

Phone:

Renew?

Invoice No	Fee Type	Fee Amount
INV-2013-016025	Online - Entertainment Radio, TV, Music	\$0.00

Manage Uploads (Current Uploads: 0)

LN-2014-0111

Permit #: [LN-2014-0111](#)

Permit Type: Common Victualler

Business: If you have multiple licenses available for renewal they will also display on this screen.

Location: If you have multiple licenses available for renewal they will also display on this screen.

Owner: If you have multiple licenses available for renewal they will also display on this screen.

Mail To: If you have multiple licenses available for renewal they will also display on this screen.

Phone:

Renew?

Invoice No	Fee Type	Fee Amount
INV-2013-015777	Online - ComVict 101-200 Seats	\$700.00

Manage Uploads (Current Uploads: 0)

Total Fee Payment: \$700.00

Submit

8. The renewal application should display. Please fill out the form. Supporting documents can be attached using the UPLOAD button at the bottom of the form. Once the application is complete you can click NEXT.

Please Upload Any Additional Files for the applications here:

Select a file to attach and optionally write a description

Enter Attachment Description

Next

9. The application summary displays for you to review. If not correct and you would like to update it, click the Back button on your browser tool bar.



If correct click NEXT.

Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

Next

[Click here to view a full-size copy of your filled out application](#)

The application summary page features the official seal of the Office of Selectmen, Brookline, MA. The seal is circular with a central figure and the text "OFFICE OF SELECTMEN" and "INCORPORATED 1785". Below the seal, the contact information is listed: "OFFICE OF SELECTMEN", "333 WASHINGTON STREET", "BROOKLINE, MA 02445", and "(617) 730-2200". At the bottom of the page, it says "ENTERTAINMENT RENEWAL APPLICATION".

10. If you have selected multiple licenses to renew the next application will display for you to fill out. Repeat steps 6 and 7.
11. Review the online payment agreement. Click the box to agree to the terms and hit SUBMIT

12. Fill out your credit card information to complete the payment.



Payment Information

Reference 1	demo20131025120226	Total	700.00	Click For Support
Card Number	<input type="text"/>	Thank you for using Sage Exchange 10/25/2013		
Expiration Date	10 2013			
CVV	<input type="text"/>			
Back	Next	Submit	Cancel	

Thank you for submitting your renewal online!

Please Select a Payment Type	
Available Payment Methods: <input checked="" type="radio"/> Pay Online	
Invoice Information	
Transaction Number: licensingtest20131024141209	
Fee Details	
Online - Entertainment Radio, TV, Music (LN-2014-0317 / INV-2013-016025)	\$0.00 USD
Online - ComVict 101-200 Seats (LN-2014-0111 / INV-2013-015777)	\$700.00 USD
Total Fee	\$700.00 USD
Online Payment Agreement	