



AMEND A LICENSE TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the [Virginia ABC](#) website and can also be accessed by selecting VAL System from the Licensing drop-down and clicking on the orange bar labeled returning users and check status.

1. Click on [VAL Login](#)
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license to be surrendered. Click to [open the record](#).
4. Click [Create Amendment](#) button at bottom of page.
5. Select an [Amendment Type](#) for the Privilege Classification you want to change. Click **Continue Application**.
6. Complete required fields on the [Change Description](#) page. Click **Continue Application**.
7. Attach supporting documents if applicable. Click **Continue Application**.
8. Add comments (optional). Click **Continue Application**.
9. If a payment is not required, **the Receipt/Record issuance** page loads. If a payment is required, continue with steps 10 – 14.
10. Review [Pay Fees](#) page then click **Check Out**.
11. Click **Checkout** on the Cart page.
12. Click [Proceed with Payment](#) on the payment screen.
13. Enter Payment Information then click [Submit Payment](#).
14. [Receipt/Record issuance](#) page loads.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records

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Open a Record

▼ Licenses

Showing 21-30 of 83 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re Re
<input type="checkbox"/>	Amendment	03/13/2020	000020068	Active	Still Permit	02/28/2021	Active	2
<input type="checkbox"/>	Amendment	03/12/2020	000020043	Active	Continuance of Operation (COOP) Permit	08/09/2020	Active	3
<input type="checkbox"/>	Amendment	03/12/2020	000020037	Active	Retail Hotel License	02/28/2021	Active	4
<input type="checkbox"/>	Amendment	03/06/2020	000019882	Active	Grain Alcohol Permit	05/05/2021	Active	2
<input type="checkbox"/>	Amendment	03/05/2020	000019834	Active	Retail Restaurant or Caterer License	02/28/2021	Active	4
<input type="checkbox"/>	Amendment	03/05/2020	000019839	Active	Trustee Permit	07/03/2020	Active	2
<input type="checkbox"/>	Amendment	03/03/2020	000019763	Active	Retail Private Club License	02/28/2021	Active	5
<input type="checkbox"/>	Amendment	01/27/2020	000018698	Active	Industry Wholesaler License	12/31/2020	Active	3
<input type="checkbox"/>	Amendment	01/13/2020	000018004	Active	Retail Carrier License	12/31/2020	Active	3
<input type="checkbox"/>	Amendment	12/05/2019	000016420	Active	Retail Specialty Establishment License	11/30/2020	Active	4

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Create Amendment

Location

700 Bruce ST
Moonbeam
South Boston VA 24592-3801
United States

Record Details

Licensed Professional: MOONBEAM 700 Bruce ST South Boston, VA, 245923801 Annual Local Special Event 000016420	Project Description: Moonbeam
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► More Details

Create Amendment

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Select Amendment

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

- Change of Business Entity or Ownership Amendment
- License Event Notification Amendment
- Lift of Surrender Amendment
- OLP Application
- Retail License ABC Store Change Amendment
- Retail Specialty Establishment - Privilege / Classification Change
- Training Log

Continue Application »

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Change Description

Retail Specialty Establishment - Privilege / Classification Change

1 Change Description	2 Supporting Documents	3 Comments to the Agency	4 Review	5 Pay Fees	6
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Step 1 : Change Description > Describe Changes

This amendment is used to make a change to your existing license such as the type of alcohol you can serve, sell or produce as well as make changes to the seating, production volume, sales volume or other classification that is already assigned to your license. Please note that additional changes may apply based upon the type of license and the nature of the change.

If you no longer wish to exercise one or more of the privileges of your license, then create and submit a License or Privilege Surrender Amendment.

* indicates a required field.

Custom Fields

ALCOHOL INFO

What is the type of business conducted at the establishment?:
 Annual Local Special Event

Where will the alcohol be consumed?:
 On Premises

Beer:
 Temporary Beer:

Wine:
 Temporary Wine:

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Pay Fees

[Register for an Account](#) [Login](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

renew

Industry Brewery Renewal

1 Comments to the Agency	2 Review	3 Pay Fees	4 Record Issuance
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Step 3 : Pay Fees

Listed below are the fees due based upon the information you've entered. Some fees are pro-rated and will result in a reduced amount being charged. The following screen will display your total fees.

Application Fees

Fees	Calculation	Amount
Brewery Fee - 501-10,000 Barrels	1.1666662	\$2,508.33

TOTAL FEES: \$2,508.33
 If you have questions regarding the fees, please contact your Regional ABC Office.

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Proceed with Payment

The screenshot shows the 'Order Section' of a payment page. At the top center is the 'V/ABC' logo. Below it is a dark grey header with the text 'Order Section'. Underneath, a white box displays 'Amount' on the left and '210.00 USD' on the right. A large green button with the text 'PROCEED WITH PAYMENT' is centered below the amount box. At the bottom of the screenshot, there is a disclaimer: 'By placing this order, you are indicating you agree with our return and refund policy. https://www.abc.virginia.gov/stores/store-information/return-policy'.

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Submit Payment

The screenshot shows a detailed payment form. It is divided into two main columns. The left column has a dark grey header 'Order Section' and contains the amount '210.00 USD'. Below this is a 'Payment' section with a 'PAYMENT CARD' header. It includes logos for VISA, Mastercard, and American Express. There are three input fields: 'Card Number *', 'Expiration date (MMYY) *', and 'Security code *'. The right column has a dark grey header 'Name and Zip' and contains two input fields: 'First Name' (with 'Susan' entered) and 'Last name' (with 'Smith' entered). Below these is a 'Postal code' input field. A grey 'SUBMIT PAYMENT' button is centered at the bottom of the form. Below the button is the same disclaimer as in the previous screenshot: 'By placing this order, you are indicating you agree with our return and refund policy. https://www.abc.virginia.gov/stores/store-information/return-policy'. At the very bottom is a 'Secure Payment' logo.

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View and Print Receipt

1 Select item to pay
2 Payment information
3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Receipt

2901 Hermitage RD, Richmond VA 23220 United States

013350952
[View Receipt](#)

Print/View Receipt

PAYMENT RECEIPT					
Receipt Number: 14254174					
DATE/TIME: 6/21/2023 12:00:00 AM		CASHIER: PUBLICUSER39596			
NAME: Peter Smith		ADDR:			
License #	Type	Fee Description	Total Fee	Fee qty	Unit Total
013350952	Culinary Permit Application	Culinary Application Fee	\$50.00	1.00	\$50.00
			\$50.00	1.00	\$50.00
Total			\$50.00	1.00	\$50.00
Transaction #	Payment Type	Check Number	Payment Amount		
750337	Credit Card		\$50.00		
			\$50.00		

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