

Total paid: \$ (office use only)
Receipt number: (office use only)



Virginia Alcoholic Beverage  
Control Authority

Agent: (office use only)
Record number: (office use only)

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## PERSONAL IMPORT PERMIT APPLICATION

### A. INSTRUCTIONS

1. Print legibly in black ink.
2. Read thoroughly and complete all applicable sections.
3. Mail the application and a nonrefundable application fee of \$50 to:
4. Upon application approval a Permit Issuance fee is required.
  - *Personal Import Issuance fee of \$50.00*

**Virginia Alcoholic Beverage Control Authority**  
**License Records Management**  
**PO Box 3250**  
**Mechanicsville, VA 23116**

### B. PERMITEE-INDIVIDUAL

1. First Name, Last Name: \_\_\_\_\_
2. Primary Phone Number: \_\_\_\_\_
3. Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip + 4) \_\_\_\_\_
4. Active Duty Military (application fee waived for active duty military):  Yes  No

### C. PERSONAL IMPORT INFORMATION

1. Accumulation Time (in months): \_\_\_\_\_
2. Where is the alcohol currently located?  
Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip + 4) \_\_\_\_\_
3. Where is the alcohol being shipped?  
Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip + 4) \_\_\_\_\_



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## PERMIT APPLICATIONS

### REQUIRED DOCUMENTS FOR PERMIT APPLICATIONS

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

**1. Authorized Warehouse:**

- A.  Shipper Contract
- B.  Supporting Documentation

**2. Common Carrier:**

- Documentation of Approval as an Interstate Carrier

**3. Culinary:**

- A.  Recipes

**4. Import Personal Alcohol:**

- A.  Military Orders
- B.  Military ID
- C.  Supporting Documentation

**5. Industrial Alcohol:**

- A.  Supporting Documentation for exempt entities

**6. One-Time Sale:**

- A.  Court Order
- B.  Death Certificate *(if applicable)*
- C.  Inventory

**7. Out of Bond:**

- A.  Articles of Incorporation/Organization or similar
- B.  Diagram of Warehouse
- C.  Lease or Deed
- D.  Memorandum of Understanding *(optional)*
- E.  Federal ID Number (FEIN)
- F.  SCC eFile Report/Virginia SCC Authorization Letter

**8. Grain:**

- A.  Proof of Business *(if applicable)*
- B.  Proof of Good Cause

**9. Out-of-State Delivery:**

- A.  ABC License from State of Issuance
- B.  Articles of Incorporation/Organization or similar
- C.  Background Verification
- D.  Brand List
- E.  SCC eFile Report/Virginia SCC Authorization Letter
- F.  Virginia Sales Tax Certificate
- G.  Federal ID Number (FEIN)

**10. Sacramental Wine:**

- A.  Request letter from officer of congregation

**11. Solicitor Salesman:**

- A.  Brand List *(if applicable)*
- B.  Letter of Authorization of Agreement Addendum for Solicitor Salesman Permit *(if applicable)*

**12. Solicitor Tasting:**

- A.  Completed Agreement Addendum

**13. Still:**

- A.  Drawing of Still Location
- B.  Photograph of Still

**14. Transportation:**

- A.  Federal Motor Safety Information

**15. Trustee:**

- A.  Court Order
- B.  Inventory
- C.  Death certificate *(optional)*

**16. Walking Tour or Sightseeing Carrier:**

- A.  DMV Contract Passenger Carrier Operating Authority Certificate *(if applying for Sightseeing Carrier permit)*

**17. Wine or Licensee Off-Site Storage:**

- A.  Lease or Deed
- B.  TTB Application/Permit