Virginia Department of Alcoholic Beverage Control

Retail Documents Checklist
General Partnership

If you are applying as a General Partnership, please collect and forward to ABC the items listed below along with Part I of the retail application package. If you have any questions, contact the local ABC regional office that covers the location of your establishment. If your special agent needs additional documents, he/she will advise you of those after your application has been reviewed.[1]

- ☐ Part I of application package
- ☐ Application fee
- ☐ Criminal Background Check fee for all partners [2]
- ☐ DMV record(s) on all persons indicated in the previous item
- ☐ Completed ABC License Application Addendum
- ☐ Copy of Lease or Deed of Trust in name of partners
- ☐ Copy of Management Agreement, if applicable
- ☐ Copy of Partnership Agreement
- ☐ Actual or Estimated[3] Current Monthly Sales (not including sales tax.) See "Classification & Required Figures" Page.
- ☐ Actual or Estimated[4] Current Inventory Figures (cost of inventory only.) See "Classification & Required Figures" Page.
- ☐ Copy of menu, if application includes wine on or mixed beverage privilege
- ☐ Completed Personal Data Sheets (included in Part I of the application package) on all partners.
- ☐ For all persons indicated in the preceding item, see "Acceptable Identification Documents" Page. Provide a copy of one item from List A **or** one item from List B **and** one item from List C.

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[1] During the application investigation, additional documents such as (but not limited to) health or occupancy permits may be required.

[2] If you have had a DMV or criminal background check (CBC) run for ABC purposes within the last two years, a new check may not be necessary. No CBC or DMV is required for those applying as a museum, shipper, or for an out-of-bond permit. Consult your ABC Agent for guidance.

[3] Estimated sales figures accepted from new businesses only; otherwise, actual sales figures are required.

[4] Estimated inventory figures accepted from new businesses only; otherwise, actual inventory figures are required.

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