

IN-STATE DELIVERY PERMIT INSTRUCTIONS



- An In-State Delivery Permit may be issued at no additional cost to licensees currently holding the following types of licenses:

RETAIL LICENSES

Beer Off Premises	Wine and Beer Off Premises
Beer Off and Keg Permit	Wine and Beer Off Premises and Keg Permit
Beer On and Off Premises	Wine and Beer On and Off Premises
Beer On and Off Premises and Keg Permit	Wine and Beer On and Off Premises and Keg Permit

COMPLIANCE/INDUSTRY LICENSES

Farm Winery Class A	Brewery Retail Off
Farm Winery Class B	Brewery Retail Off and Keg
Retail Off Premises Winery	

- For off-premises retailers, who are not breweries, wineries, or farm wineries, the permit authorizes the delivery of any brands of beer, wine, and farm wine, which the licensee is authorized to sell, in closed containers to consumers within the Commonwealth for personal consumption.
- For breweries, wineries, or farm wineries, the permit authorizes the delivery of the brands of beer, wine, and farm wine produced by the same brewery, winery or farm winery in closed containers to consumers within the Commonwealth for personal consumption.
- **How to apply:**
 - Type or print the information requested below legibly with **black ink**.
 - **Read the "In-State Delivery Permit General Information & Requirements," (Page 2) to understand the responsibilities and requirements of the delivery permit privilege.**
 - **Only** an owner of the business; a partner, if the business is a partnership; a member of a limited liability company; or an officer of a corporation, if the business is a corporation, is authorized to sign this application.
 - There is no additional cost for adding the delivery permit privilege to your current license.
 - A **separate** application is required for each license to which a delivery permit will be added.
 - Mail or deliver the completed form to:

Department of Alcoholic Beverage Control
License Records Management
2901 Hermitage Rd PO Box 27491
Richmond VA 23261-7491

IN-STATE DELIVERY PERMIT APPLICATION

ABC License No. _____ Current License Privilege _____

Owner Name _____

If Sole Proprietor – Enter First, Middle, and Last Name. If General Partnership – Enter Partners' Names or Name of Partnership.
If LP, LLP, LLC, Corporation, – Enter Name as Recorded with State Corporation Commission.
If Tax-Exempt Private Club, Association – Enter Name

Trade Name _____

Street Address _____

City _____ State _____ Zip _____

Federal Tax ID # _____ Telephone No _____ Fax No. _____

Print Name _____ Title _____

Signature _____ Date _____

IN-STATE DELIVERY PERMIT GENERAL INFORMATION & REQUIREMENTS



1. Every holder of a delivery permit issued pursuant to § [4.1-212.1](#) shall keep complete, accurate, and separate records in accordance with Board regulations of all deliveries of wine or beer to persons in the Commonwealth.
2. Such permittees shall also remit on a monthly basis an accurate account that sets forth the total quantities of wine and beer sold and the total price charged for such wine and beer. Such records shall include the names and addresses of the purchasers to whom the wine and beer is delivered. If no wine or beer was sold and delivered in any month, the permittee shall not be required to submit a report to the Board for that month; however, every permittee must submit a report to the Board no less frequently than once every 12 months even if no sales or deliveries have been made in the preceding 12 months.
3. All such deliveries shall be to consumers within the Commonwealth for personal consumption only, and not for resale. All such deliveries of beer, wine, or farm wine shall be performed by the owner or any agent, officer, director, shareholder or employee of the permittee.
4. No more than four cases of wine nor more than four cases of beer may be delivered at one time to any person in Virginia to whom alcoholic beverages may be lawfully sold; except that the permittee may deliver more than four cases of wine or more than four cases of beer if he notifies the Department in writing at least one business day in advance of any such delivery, which notice contains the name and address of the intended recipient.
5. The Board may adopt such regulations as it reasonably deems necessary to implement the provisions of this section. Such regulations shall include provisions that require (i) the recipient to demonstrate, upon delivery, that he is at least 21 years of age; and (ii) the recipient to sign an electronic or paper form or other acknowledgement of receipt as approved by the Board.
6. For purposes of §§ [4.1-234](#) and [4.1-236](#) and Chapter 6 (§ [58.1-600](#) et seq.) of Title 58.1, each delivery of wine or beer by a permittee shall constitute a sale in Virginia. The permittee shall collect the taxes due to the Commonwealth and remit any excise taxes monthly to the Department of Alcoholic Beverage Control and any sales taxes to the Department of Taxation.

PRIVACY STATEMENT

Pursuant to Chapter 38 of Title 2.2 of the Code of Virginia, it is the policy of the Commonwealth of Virginia that personal/tax information about citizens/applicants and/or their businesses will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen/applicant shall understand the reason the information is collected; and be able to examine his or her personal/business record which is maintained by the Virginia Department of Alcoholic Beverage Control (ABC). Social Security Numbers, Dates of Birth and Federal and State Tax identification numbers are collected for identification purposes. The Virginia Department of Alcoholic Beverage Control (ABC) considers all personal/tax information collected as confidential information. ABC does not provide information to any entity except as authorized by the Code of Virginia § 58.1-3 or 2.2-3700 through 2.2-3714.