

- **A Solicitor Salesman Permit shall be required for:**
  - **ALL authorized representatives of**
    - **Out-of-state Wine and/or Beer wholesalers**
    - **Persons having interest in the manufacture, distribution or sale of distilled spirits**
    - **Persons wishing to solicit distilled spirits to mixed beverage licensees**
    - **Third party companies representing any of the above**
- Representatives of any winery, brewery, wholesaler or importer licensed by the Virginia Alcoholic Beverage Control Board are **NOT** required to obtain a Solicitor Salesman Permit in order to sell, solicit or promote **WINE OR BEER** to wholesale or retail licensees.
- **WINE AND BEER SOLICITORS**
  - **A permit is required to solicit or promote wine or beer to wholesale or retail licensees by a wine or beer solicitor salesman or representative of any out-of-state wholesaler engaged in the sale of wine or beer.**
  - Such permits shall not authorize:
    - the sale of wine or beer by the permittee,
    - the direct solicitation or receipt of orders for wine or beer, or
    - the negotiation of any contract or contract terms for the sale of wine or beer unless such sale, receipt or negotiations are conducted in the presence of a licensed Virginia wholesaler or importer or such Virginia wholesaler's or importer's salesman or representative.
  - Applicant must be 18 years of age or older and may not be employed at the same time by an out-of-state wholesaler engaged in the sale of wine or beer and by a licensee to solicit the sale of or sell wine or beer.
- **DISTILLED SPIRITS SOLICITORS**
  - **A permit is required for any person, whether licensed by the Virginia Alcoholic Beverage Control Board or not, having interest in the manufacture, distribution or sale of spirits or other alcoholic beverages to solicit any mixed beverage licensee, his agent, employee or any person connected with the licensee in any capacity in his licensed business to sell or offer for sale such spirits or alcoholic beverages. [§4.1-212 (2), Code]**
  - Applicant must be 21 years of age or older.
  - In addition to completing the application, applicants for Distilled Spirits Solicitor Salesman Permits must complete the "Addendum for Distilled Spirits Solicitor Salesman Permit."
- All approved permits expire on June 30<sup>th</sup> of each year and require payment of the annual fee in full by that date or the permit will be invalid and surrendered.
- Any checks or money orders submitted for payment must be in the name of the company or applicant identified on page two of the application. Any refunds due from an application will be made to the company identified on page two of the application at the mailing address indicated unless ABC is notified otherwise.
- **Falsification and/or misrepresentation of information may result in refusal of permit and/or criminal charges.**

## INSTRUCTIONS

- **INSTRUCTIONS:**
  - Type or print legibly with **black ink**.
  - Answer questions completely and accurately.
  - If applying for **Distilled Spirits** or **Wine and Beer and Distilled Spirits** permits complete the Addendum (page 3)
  - Mail or deliver the following items to the address below:
    - **Completed application (page 2)**
    - **If applicable, completed Addendum for Distilled Spirits Solicitor Salesman Permit (page 3)**
    - **Appropriate fee determined from "Type of Permit" section of application (page 2)**

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

- Once the completed application package and appropriate fees have been received, the package will be reviewed for statutory compliance. If no issues are found the permit will be approved and mailed to the address provided. If any issues are noted, an ABC agent or License Records Management employee will be in contact with the applicant.
- Permit processing typically takes approximately 10 business days.

## PRIVACY STATEMENT

- 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.

# APPLICATION FOR SOLICITOR SALESMAN PERMIT



## COMPANY INFORMATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone No (\_\_\_\_) \_\_\_\_\_ Fax No (\_\_\_\_) \_\_\_\_\_ FEIN \_\_\_\_\_  
Company Email \_\_\_\_\_

\* Required. See privacy statement on page 1.

## MAILING ADDRESS FOR PERMIT & YEARLY RENEWAL BILL

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## TYPE OF PERMIT

### Wine and Beer Solicitor Salesman Permit

This permit requires a \$165.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30<sup>th</sup> the cost is **\$165.00**
- If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is **\$123.75**
- If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is **\$82.50**
- If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is **\$41.25**

Fee Amount Submitted \$ \_\_\_\_\_

### Distilled Spirits Solicitor Salesman Permit

This permit requires a \$390.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30<sup>th</sup> the cost is **\$390.00**
- If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is **\$292.50**
- If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is **\$195.00**
- If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is **\$97.50**

Fee Amount Submitted \$ \_\_\_\_\_

- Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)

### Wine and Beer and Distilled Spirits Solicitor Salesman Permit

This permit requires a \$555.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30<sup>th</sup> the cost is **\$555.00**
- If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is **\$416.25**
- If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is **\$277.50**
- If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is **\$138.75**

Fee Amount Submitted \$ \_\_\_\_\_

- Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)

## APPLICANT INFORMATION

Full Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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## APPLICANT'S SIGNATURE

I certify the above information as true to the best of my knowledge and that falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_

## FOR OFFICIAL USE ONLY

AMOUNT PAID

RECEIPT DATE

RECEIPT #

PERMIT #

