



APPLY for a PERMIT TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screenshots can be accessed by clicking the links in the instructions.

INSTRUCTIONS

Helpful TIPS:

- 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
- If you are not sure which permit you need to apply for, use the online Wizard. The Wizard will display the recommended permit, how long the application and ABC processing may take and the list of required documents.
- You should tab in and out of formatted fields such as FEIN, Social Security numbers, phone numbers and date of birth to avoid getting an error message. Please include the dashes in the Social Security number field.
- FEIN number is mandatory when applying for a license or a permit.
- Fields with asterisks are required. Any field that has a question mark inside a circle gives additional information about that field.
- Some screens require you to scroll down to continue the application.
- You may save your progress at any point by clicking “Save and resume later” at the bottom of the screen.
- If you do not have an account, refer to the “How to Create an Account and Sync Your License Records” video tutorial.

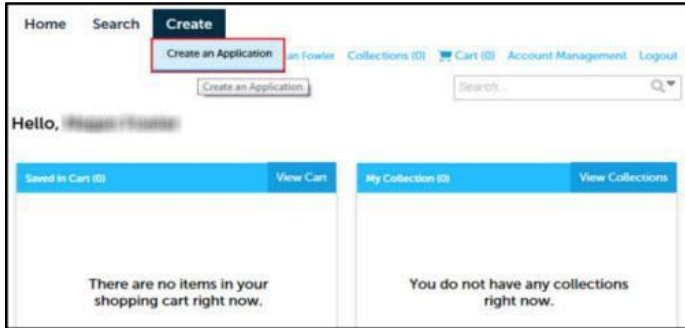
1. Click on [VAL Login](#)
2. Select [Create>Create Application](#).
3. Click the checkbox to accept the [General Disclaimer](#). Click **Continue Application**.
4. Click [Permits](#) then select the applicable radio button. Click **Continue Application**.
5. Enter required fields in the **Address** section of the [Location Information>Business Location](#) page. Click **Continue Application**.
6. Click **Add New** in the **Permittee** section of the [Contact Information>Contacts](#) page.
7. Enter required fields for the applicant on the [Contact Information](#) page. Scroll down and click **Add Contact Address**.
8. Select **Address Type>Mailing** on the [Contact Address Information](#) page. Enter required fields for the applicant. Click **Save and Close**, then click **Continue**.
9. Click **Continue Application** on the [Contact Information>Contacts](#) page.
10. Enter required fields on the [Application Information>Permit Details](#) page. Click **Submit**.
11. Click **Add** on the [Supporting Documents>Attachments](#) page.
12. Click **Add** on the [File Upload](#) page.
13. Navigate to the file and click **Open** to attach all required files. Click **Continue**.
14. Select **Type** and enter **Description** for all files on the [Supporting Documents>Attachments](#) page. Click **Save** then **Continue Application**.

15. If desired, add **Comments** then click **Continue Application**.
16. Review information on the [Review](#) page. Scroll down and check the certification checkbox, then click **Continue Application**.
17. If payment is not required, the application number is displayed. If payment is required, continue with steps 18-21.
18. Review [Pay Fees](#) page then click **Check Out**.
19. Click **Checkout** on the [Cart](#) page.
20. Select payment method on the [Checkout](#) page and click Continue. If the user is on the “Cash Only” list this step is skipped and user will be taken directly to “Proceed with Payment” screen to pay using a credit card.
21. When Credit Card is selected click **Proceed with Payment** on the [Payment](#) page.
22. Enter [Credit Card Information](#) then click **Submit Payment**. Application record numbers are listed after payment is processed.
23. When Electronic Check is selected enter [Payment information](#) and whether to “store payment method for future use” then click Submit.
24. When Electronic Check is selected and payment method was previously stored either [Select payment account](#) from the previously stored list and click submit or enter a new account by selecting Expand here to enter account information.
25. [Receipt Record issuance Page](#) loads

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Create>Create Application



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General Disclaimer

Online Application

Welcome to Virginia ABC's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

Virginia ABC provides the Web information contained herein as a service to the public. While Virginia ABC attempts to maintain Web information that is accurate and timely, Virginia ABC neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Virginia ABC as a result

I have read and accepted the above terms.

[Continue Application »](#)

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Permits

Select a Record Type

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

[Search](#)

- ▶ Licenses
- ▶ Events
- ▼ **Permits**
 - Common Carrier Application
 - Continuance of Operation (COOP) Application
 - Culinary Permit Application
 - Grain Alcohol Application
 - Import Personal Alcohol (Interstate) Application
 - Industrial Alcohol Application
 - One-Time Sale Application
 - Out of Bond Application
 - Out-of-State Delivery Application
 - Sacramental Wine Application
 - Solicitor Salesman Application
 - Solicitor Tasting Application
 - Still Application
 - Transportation (Commercial Carrier) Application
 - Trustee Application
 - Walking Tour or Sightseeing Carrier Application

[Continue Application »](#)

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Location Information>Business Location

Step 1: Location Information > Business Location * Indicates a required field

Address

* Street No.: Direction: * Street Name: * Street Type: Street Suffix:

Unit No.: Unit # (end): Unit Type:

Facility or Establishment Name:

* City: * State: * Zip:

County: * Country:

X Coordinate: Y Coordinate:

[Clear](#)

[Continue Application >](#) [Save and resume later](#)

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Contact Information>Contacts

Home Search Create

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

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

Search:

Industrial Alcohol Application

1 Location Information	2 Contact Information	3 Application Information	4 Supporting Documents	5 Comments to the Agency	6	7	8
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Step 2: Contact Information > Contacts * Indicates a required field.

Permittee

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Continue Application >](#) [Save and resume later](#)

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Contact Information

Contact Information

* Please re-enter your information, to confirm that you are the intended user. For security and safety you are required to reenter your information. Virginia ABC Authority is not authorized to share previously provided information.
* A valid Mailing Address is required.

* Individual/Organization: FEIN: * Preferred Method of Contact:

Organization Name: * Primary Phone:

DBA/Trade Name: Secondary Phone:

First: Last: SSN or ITIN: Personal Phone:

* E-mail: Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender: Female Male

Do you have a Virginia State Corporation Commission Entity ID Number?:
 Yes No

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Contact Address Information

Contact Address Information ✕

Address Type: --Select--

Street No: Direction: --Select-- Street Name: Street Type: --Select-- Street Suffix: --Select--

Unit No: Unit # (end): Unit Type: --Select--

City: State: ZIP Code:

Country/Region: United States

Save and Close
Save and Add Another
Clear
Discard Changes

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Application Information>Permit Details

1 Location Information	2 Contact Information	3 Application Information	4 Supporting Documents	5 Comments to the Agency	6	7	8
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Step 3 : Application Information > Permit Details * indicates a required field.

Industrial Alcohol Information

INDUSTRIAL ALCOHOL INFORMATION

* Are you planning to transport the industrial alcohol?:
 Yes No

* Is permittee classified as a US government agency, religious organization or Virginia public university?:
 Yes No

Alcohol Information

ALCOHOL INFORMATION

Showing 0-0 of 0

Product Name	Alcohol Type	Amount (Gallons)	Vendor Name	Vendor Email	Total Delivered Cost
No records found.					

Add a Row
Edit Selected
Delete Selected

Continue Application »
Save and resume later

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Supporting Documents>Attachments

Solicitor Tasting Application

1	2 Contact Information	3 Application Information	4 Supporting Documents	5 Comments to the Agency	6 Review	7	8
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Step 4 : Supporting Documents > Attachments * indicates a required field.

Attachment

The maximum file size allowed is 16 MB.
 html; htm; mht; mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account
Add

Continue Application »
Save and resume later

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File Upload

File Upload

The maximum file size allowed is 16 MB.
htm; htm; mht; mhtml are disallowed file types to upload.

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Supporting Documents>Type and Description

Attachment

The maximum file size allowed is 16 MB.
htm; htm; mht; mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type:

File: attachment.docx
100%

* Description:

Also Attach To:

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Review

Solicitor Tasting Application

1	2	3	4 Supporting Documents	5 Comments to the Agency	6 Review	7 Pay Fees	8 Record Issuance
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Step 6: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Solicitor Tasting Application

Address

550 Main ST
Richmond VA 23222
United States

Permittee

Individual
***-**-6523
Primary Phone: 8045554523
E-mail: joesmith@abc.gov
Preferred Method of Contact: Fax

Do you have a Virginia State Corporation Commission Entity ID Number?: No
Is the above information accurate?: Yes

Contact List

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Pay Fees

Home Search Create

Logged in as: [User] Collections (0) Cart (4) Account Management Logout

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

Banquet Application

1 2 3 4 Supporting Documents 5 Comments for the Agency 6 Review 7 Pay Fees 8 Record Issuance

Step 7: 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
Application Fee - Banquet Event	1	\$15.00
Banquet Event License Fee	1	\$40.00

TOTAL FEES: \$55.00
If you have questions regarding the fees, please contact your Regional ABC Office.

[Check Out »](#)

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Cart

Cart

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

Step 1: Select item to pay

Please click on edit cart to save fees for later.

PAY NOW

555 main ST, Richmond VA 23220 United States

2 Application(s) | \$195.00

- Apply for a Privilege 20TMP-001375 Total due: \$0.00
- ▶ Retail Specialty Establishment Application 20TMP-001382 Total due: \$195.00

No Address

2 Application(s) | \$0.00

- Business Entity 20TMP-001360 Total due: \$0.00
- Individual Entity 20TMP-001381 Total due: \$0.00

Total amount to be paid: \$195.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

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Checkout

Checkout

Select payment method

Credit Card

Electronic Check (ACH/Bank Transfer/EFT)

[Back](#)

[Continue](#)

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Payment

The screenshot shows the 'Order Section' of a payment page. At the top 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 green button with the text 'PROCEED WITH PAYMENT' is centered below the 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 the 'Payment' section of the checkout process. It is divided into two columns. The left column has a header 'Payment' and a sub-header 'PAYMENT CARD'. Below this are icons for VISA, MasterCard, and American Express. There are three input fields: 'Card Number *', 'Expiration date (MM/YY) *', and 'Security code *'. The right column has a header 'Name and Zip' and contains two input fields: 'First name' (with 'Susan' entered) and 'Last name' (with 'Smith' entered), followed by a 'Postal code' field. A grey 'SUBMIT PAYMENT' button is centered at the bottom. 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 the 'Secure Payment' logo.

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Checkout

Checkout

Enter Payment Information

Collapse here to use a previously stored account

Company Name

 This field is required.

Bill To Address Line 1

 This field is required.

Bill To Address Line 2

Bill To City

 This field is required.

Bill To State

 This field is required.

Bill To Zip Code

 Please enter a 5 digit zip code

Bill To Phone Number

 This field is required.

Routing Transit Number

 This field is required.

Bank Account Number

 This field is required.

Verify Bank Account Number

 This field is required.

Please check here to store payment method for future use

To Store Payment Method for reuse

By submitting this transaction, you are indicating you agree with our [terms of use](#).

Back Submit

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Checkout



HOME

Checkout

Enter Payment Information

Expand here to enter account information

Select payment account :

xxxxxxxxxxx9000 additional new test token 13304

Show/Hide Removed

By submitting this transaction, you are indicating you agree with our [terms of use](#).

Back Submit

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Order Summary	
License Fee	\$65.00
	Qty: 1
Total:	\$65.00

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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