

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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## PART 1: RETAIL LICENSE APPLICATION

### A. INSTRUCTIONS

#### PART 1 OF THE APPLICATION

Mail or deliver the following to Virginia ABC Headquarters in Hanover (address located at the top of each page of the application). Applications can be accepted at regional offices; however, delays in administrative processing may result from this method of submission as regional offices must forward all applications to the Central Office.

- Part 1, Sections D–R of the application.
- Nonrefundable** application fee(s) of \$195 per application. Each type of license applied for requires a separate application form.
- Fee for criminal background check(s). To calculate fee: Multiply the number of persons who must submit a personal data sheet (section F—Related Individual Entity) x \$15. (*Exceptions:* Background checks are not required for museums or shippers. Background checks fees are not applicable for out-of-state applicants.)
- Review the lists of required documents; submit any available documents from these lists along with Part 1 of the application.

**ADDENDUM: Related Business Entity** (if needed)

**ADDENDUM: Continuation of Operations Permit (COOP)**

If assuming or continuing operation of an existing Virginia ABC licensed establishment, complete this addendum. See page 18 Section B for instructions and required fees.

#### PART 2 OF THE APPLICATION

**Note: Verify that Virginia ABC has received Part 1 of your application and your application fee(s) before proceeding to Part 2.**

- Post Notice on proposed place of business (see pgs. 21-22).
- Publish Newspaper Notice (pg. 23).

**Note: An ABC license cannot be issued until:**

- Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process and may cause an application to be withdrawn.**
- A special agent has completed their investigation. The special agent will begin investigation only after submission of all required documents.
- All fees have been paid.
- Any local government or citizen objections have been resolved. Code of Virginia compels Virginia ABC to afford citizens of the Commonwealth 30 days, from the date of first newspaper publication, in which to lodge a valid objection to the issuance of an ABC license.
- The establishment is in operation or ready to open.

### B. RETAIL LICENSE FEES

TYPE OF LICENSE	TYPE OF ESTABLISHMENT	FEE
Annual Events	Banquet Facility . . . . .	\$ 260.00
	Annual Arts Venue Event, Annual Banquet, Equine Sporting Event, Designated Outdoor Refreshment Area (DORA) Regular . . . . .	\$ 300.00
	DORA Extended (more than 16 events per year) . . . . .	\$ 3,000.00
	Annual Mixed Beverage Banquet . . . . .	\$ 630.00
Annual Mixed Beverage	Historic Museum, Historic Site, Sports Facility, Performing Arts Facility, Special Events Facility, Special Events Fairgrounds . . . . .	\$ 630.00
		\$ 100.00
Bed and Breakfast	Airplane . . . . .	\$2,360.00
	Airport Passenger Lounge . . . . .	\$2,360.00
	Boat . . . . .	\$ 910.00
	Bus . . . . .	\$ 520.00
	Train . . . . .	\$ 520.00 per car
Commercial Lifestyle Center		\$ 300.00
Confectionery		\$ 170.00
Convenience Grocery Store		\$ 300.00
Gourmet Brewing Shop		\$ 320.00
Internet Retailer		\$240.00

(continued)



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## PART 1: RETAIL LICENSE APPLICATION

### B. RETAIL LICENSE FEES, *continued*

TYPE OF LICENSE	TYPE OF ESTABLISHMENT	FEE
Limited Mixed Beverage Restaurant	Restaurant Limited	
	1-100 seats . . . . .	\$ 945.00
	101-150 seats . . . . .	\$ 1,385.00
	Over 150 seats . . . . .	\$ 1,875.00
Marketing Portal		\$ 285.00
Marketplace	Art Instruction Studio, Bespoke Clothier, Canal Boat Operator, Coworking Establishment, Day Spa, Meal Assembly Kitchen, Other	
	Seasonal License (6 consecutive months or less) . . . . .	\$ 500.00
	Annual License . . . . .	\$ 1,000.00
Mixed Beverage Casino	Mixed Beverage Casino . . . . .	\$ 3,100.00 (plus \$5 per gaming machine)
Mixed Beverage Caterer	Caterer . . . . .	\$ 1,990.00
	Hotel with Caterer . . . . .	\$ 2,440.00
Mixed Beverage Limited Caterer	Limited Caterer . . . . .	\$ 550.00
Mixed Beverage Private Club	Fewer than 200 members . . . . .	\$ 1,250.00
	201-500 members . . . . .	\$ 2,440.00
	Over 500 members . . . . .	\$ 3,410.00
Mixed Beverage Restaurant	Culinary Lodging with Restaurant, Hotel with Restaurant, Municipal Golf Course, Resort Complex with Restaurant, Restaurant, Restaurant at Casino	
	1-100 seats . . . . .	\$ 1,050.00
	101-150 seats . . . . .	\$ 1,495.00
	151-500 seats . . . . .	\$ 1,980.00
	501-1,000 seats . . . . .	\$ 2,500.00
	Over 1,000 seats . . . . .	\$ 3,100.00
Mixed Beverage Restaurant at Point of Entry	Restaurant at Point of Entry . . . . .	\$ 1,050.00
Museum	Museum . . . . .	\$ 260.00
Retail Off Premises Wine and Beer	Delicatessen, Drug Store, Gift Shop, Gourmet Oyster House, Gourmet Shop, Marina Store . . . . .	\$ 300.00
Retail On and Off Premises Wine and Beer	Concert and Dinner Theater, Continuing Care Community, Culinary Lodging, Food Concessions, Historic Beer Museum, Historic Cinema, Hospital, Hotel, Limited Hotel, Municipal Golf Course Private Club, Resort Complex, Resort Complex with Restaurant, Restaurant, Restaurant at Point of Entry, Rural Grocery Store . . . . .	\$ 450.00
	Shipper . . . . .	\$ 230.00
Third Party Delivery	25 or less delivery personnel . . . . .	\$2,500
	More than 25 delivery personnel . . . . .	\$7,500

**NOTE:** If you do not find your establishment type listed here, you may call License Records Management at (804) 213-4577.



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## RETAIL LICENSE APPLICATION

### REQUIRED DOCUMENTS FOR ALL RETAIL LICENSES

**PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS.** All documents must be received for agent's investigation to begin. An ABC license cannot be issued until Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process and may cause an application to be withdrawn.**

**1. All Retail Licenses:**

- A.  Lease or deed (*excluding Third Party Delivery and DORA*)
- B.  Virginia Sales Tax Certificate (*if tangible goods are sold*)

**2. Retail License where concessions are sold:**

- A.  Food Concession Agreement
- B.  List of Concessions

**3. Retail License Applying for On-Premises Consumption:**

- A.  Menu with prices and name of restaurant included.
- B.  Health permit or agriculture certificate

**4. Tax-Exempt Private Clubs:**

- A.  Charter
- B.  By-Laws
- C.  Virginia ABC Financial Form

### REQUIRED DOCUMENTS FOR CERTAIN RETAIL LICENSES

**PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS.** All documents must be received for agent's investigation to begin. An ABC license cannot be issued until Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process and may cause an application to be withdrawn.**

**1. Commercial Lifestyle Center:**

- A.  Commercial Owners Association Document
- B.  Land survey/certification
- C.  Logo All Entities
- D.  Proof of disposable containers
- E.  Security documentation
- F.  Signage for permitted areas
- G.  List of participating stores

**2. Continuing Care Communities:**

- A.  Continuing Care Community License from the Virginia Bureau of Insurance (BOI)
- B.  Continuing Care Community License from the State Corporation Commission (SCC)

**3. Designated Outdoor Refreshment Area (DORA):**

- A.  Map or diagram of area to be licensed
- B.  Copy of Local Ordinance (*if applying for Extended DORA*)

**4. Equine Sporting Events:**

- A.  Certificate of equine sporting event facility

**5. Gourmet Oyster Houses:**

- A.  Commercial Marina License
- B.  Event Flyers

**6. Hospitals:**

- A.  Hospital License

**7. Internet Retailer and Shipper:**

- A.  Listing of brands and authorized to ship
- B.  List of brands to be shipped

**8. Meal Assembly Kitchens, Bed and Breakfasts, Sole Proprietorships that own a Continuing Care Center:**

- A.  List of meal packages available

**9. Non-Profit Museums:**

- A.  Financial Statement last month prior to applying
- B.  Summary of Financials



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## RETAIL LICENSE APPLICATION

### REQUIRED DOCUMENTS FOR AN INDIVIDUAL ENTITY

**PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS.** All documents must be received for agent's investigation to begin. An ABC license cannot be issued until Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process and may cause an application to be withdrawn.**

1. **All Individual Entities:**
  - A.  DMV transcript or DMV affidavit
  - B.  Valid Photo ID issued by government entity or agency
2. **Individuals who have resided in VA for less than 12 months:**
  - A.  Criminal history from previous state of resident
  - B.  DMV transcript from previous state of resident
3. **Individuals who have resided in AL, CA, AZ, or another country currently or in the past 12 months:**
  - A.  Background Check Affidavit
4. **Non-US Citizens:**
  - A.  Citizenship proof or proof of legal presence

### REQUIRED DOCUMENTS FOR A BUSINESS ENTITY

**PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS.** All documents must be received for agent's investigation to begin. An ABC license cannot be issued until Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process and may cause an application to be withdrawn.**

1. **All Business Entities: (excluding sole proprietorship)**
  - A.  List of Officers & Titles/Directors/Members
  - B.  Organization Chart
  - C.  Statement of Registration as Domestic/Foreign for SCC or SCC Charter from State of Issuance or equivalent based on entity type (if applicable)
2. **Primary Business Entity:**
  - A.  Copy of FEIN document from IRS
3. **Corporations, Non-Profit Associations, Tax Exempt Organizations:**
  - A.  Bylaws
4. **General Partnership, Limited Partnership, Limited Liability Partnership:**
  - A.  Partnership Agreement/Statement of Partnership
5. **Optional Documents: (if applicable)**
  - A.  Charter, Articles of Association or Constitution
  - B.  IRS Exempt Letter
  - C.  Operating Agreement
  - D.  Stock Certificates



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## PART 1: RETAIL LICENSE APPLICATION

### C. PRIVACY STATEMENT

**PRIVACY STATEMENT:** Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will 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. In the event a refund is requested, a state tax identification number will be required.

### D. BUSINESS LOCATION ADDRESS

- \*Trade name of business: \_\_\_\_\_
- \*Physical address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_  
(zip + 4) \_\_\_\_\_ (county, if applicable) \_\_\_\_\_
- Day phone: \_\_\_\_\_ 4. Fax: \_\_\_\_\_
- Virginia Sales and Use Tax Account number: \_\_\_\_\_
- Are there any active ABC licenses for this location?  Yes  No  
If yes, provide license number: \_\_\_\_\_

### E. PRIMARY BUSINESS ENTITY INFORMATION

**NOTICE:** Failure to disclose ownership interest in your business or falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.

- \*Organization name: \_\_\_\_\_  
*If general partnership, enter partners' names or name of partnership. If LP, LLP, LLC or corporation, enter name as recorded with the State Corporation Commission. If association or tax-exempt private club, enter name. Only if a sole proprietor, enter first, middle and last name.*
- \*Federal Employer Identification Number (FEIN): (XX-XXXXXXX) \_\_\_\_\_
- Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_  
(zip + 4) \_\_\_\_\_ (county, if applicable) \_\_\_\_\_
- Day phone: \_\_\_\_\_ 5. Fax: \_\_\_\_\_
- \*Business Email: \_\_\_\_\_
- \*Preferred method of contact:  Email  Fax  Phone  Postal Mail
- \*Is this business entity owned by another entity?  Yes  No
- \*Were stock certificates issued?  Yes  No
- Is the business entity an out of state entity?  Yes  No  
If yes, is this business entity registered with the Virginia State Corporation Commission?  Yes  No
- \*Does the group/entity hold IRS tax-exempt status?  Yes  No
- Nonprofit tax exemption status: Is this business a subordinate of a national nonprofit?  Yes  No
- What is the name of the national nonprofit organization? \_\_\_\_\_
- Is this company a private club?  Yes  No If yes, total number of group members: \_\_\_\_\_

\* Mandatory field

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## PART 1: RETAIL LICENSE APPLICATION

### E. PRIMARY BUSINESS ENTITY INFORMATION, *continued*

15. \*Legal business structure (*check only one*):

- General partnership.** A relationship existing between two or more persons who join together to carry on a trade or business. Each partner contributes money, property, labor and/or skills, and agrees to share in the profits or losses of the business. (*Registering with the Virginia State Corporation Commission is optional.*)
- Limited partnership (LP).** Created to obtain additional funds. Limited partners' liability is limited to the extent of their investment. (*Must register with the Virginia State Corporation Commission.*)
- Sole proprietor.** An unincorporated business that is owned and operated by one person. This person receives all the profits and is personally liable for all the losses. (*Does not have to register with the Virginia State Corporation Commission.*)
- Corporation For Profit.** An entity with a legal existence apart from its owners. Corporations are classified as "stock" or "non-stock" and "domestic" or "foreign." It consists of a group of people authorized to perform certain professional services in the corporate form. (*Must register with the Virginia State Corporation Commission.*)
- Corporation Nonprofit.** An entity with a legal existence which may have members, but not owners. Nonstock corporations are usually organized for not-for-profit purposes, such as a tax-exempt, charitable organization or a property owners' association. (*Must register with the Virginia State Corporation Commission.*)
- Limited liability partnership (LLP).** A status granted to a general partnership or limited partnership that has registered as a limited liability partnership in its home state. (*Must register with the Virginia State Corporation Commission.*)
- Limited liability company (LLC).** An unincorporated association usually having one or more members. It is a separate legal entity that limits the personal liability of all its owners. (*Must register with the Virginia State Corporation Commission.*)

16. \*Do you have a State Corporation Commission Entity ID number?  Yes  No

If yes, ID number: \_\_\_\_\_

17. Additional State Corporation Commission information: \_\_\_\_\_

\* Mandatory field

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PART 1: RETAIL LICENSE APPLICATION

F. RELATED INDIVIDUAL ENTITY

Enter primary or first individual's personal data below. Multiple individuals may be required to provide personal data (see criteria below). Duplicate this sheet and complete for each individual. Personal data is required for:

- Sole Proprietor or General Partnership: owners and partners
• LP, LLP or LLC: officers, directors, members/managers with 10% or greater interest
• Corporation: officers, directors and stakeholders with 10% or greater ownership
• Association or Tax-Exempt Private Club: officers, directors and trustees

Criminal background check fees are \$15 per individual unless a valid background check has been completed within the past two years.

1. \*Full name: (last) (first) (middle)
2. \*Driver's license (DL) number: DL state: AND Social Security Number:
3. \*Date of birth\*: (MM/DD/YYYY)
4. \*For the purpose of conducting a background check, please indicate your gender: Male Female
5. \*Are you a U.S. citizen? Yes No If no, provide a copy of immigration card.
6. \*Do you reside in Virginia? Yes No If yes, how long have you lived here? (years) (months)
7. \*Do you currently reside or have you resided in Alabama, California, Arizona or another country in past 12 months? Yes No
8. \*Primary phone: 9. \*Email Address:
10. \*Current home address:
11. Previous home address: Complete if you have lived at your current address less than one year.
12. \*What is your relationship to the owner? (Please mark all that apply and provide amount of ownership interest.)
13. \*Percentage owned in primary business entity: 14. Shares owned:
15. \*Do you currently have financial interest in any business selling alcoholic beverages? Yes No
16. \*Have you ever had any type of alcoholic beverage license refused, revoked or suspended? Yes No
17. \*Have you ever been convicted of any of the following: A. Motor vehicle violation(s) B. Driving while intoxicated? C. Other criminal offense(s)?
18. Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof? Yes No

\* Mandatory field



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## PART 1: RETAIL LICENSE APPLICATION

### G. DETAILED BUSINESS INFORMATION

**Note:** This form may be required upon review of your business structure. VA ABC will provide notification and instructions if this information is required.

**1. What is the type of business conducted at the establishment?** (check only one).

- |  |                           |  |                           |
|--|---------------------------|--|---------------------------|
| <input type="checkbox"/> 1. Airplane                                       | Carrier (I)               | <input type="checkbox"/> 34. Historic Museum                             | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 2. Airport Passenger Lounge                       | Carrier (I)               | <input type="checkbox"/> 35. Historic Site                               | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 3. Annual Arts Venue Event                        | Annual Events (H)         | <input type="checkbox"/> 36. Hospital                                    | Retail Specialty (O)      |
| <input type="checkbox"/> 4. Annual Banquet                                 | Annual Events (H)         | <input type="checkbox"/> 37. Hotel with Caterer                          | Hotel (K)                 |
| <input type="checkbox"/> 5. Annual Mixed Beverage Banquet                  | Annual Events (H)         | <input type="checkbox"/> 38. Hotel with Restaurant                       | Hotel (K)                 |
| <input type="checkbox"/> 6. Art Instruction Studio                         | Marketplace (L)           | <input type="checkbox"/> 39. Hotel with Restaurant Limited               | Hotel (K)                 |
| <input type="checkbox"/> 7. Banquet Facility                               | Annual Events (H)         | <input type="checkbox"/> 40. Hotel with Restaurant with Caterer          | Hotel (K)                 |
| <input type="checkbox"/> 8. Bed and Breakfast                              | Retail Specialty (O)      | <input type="checkbox"/> 41. In State Internet Retailer                  | Internet Retailer (Q)     |
| <input type="checkbox"/> 9. Bespoke Clothier                               | Marketplace (L)           | <input type="checkbox"/> 42. Limited Caterer                             | Restaurant or Caterer (N) |
| <input type="checkbox"/> 10. Boat  | Carrier (I)               | <input type="checkbox"/> 43. Limited Hotel                               | Hotel (K)                 |
| <input type="checkbox"/> 11. Bus   | Carrier (I)               | <input type="checkbox"/> 44. Marina Store                                | Retail Specialty (O)      |
| <input type="checkbox"/> 12. Canal Boat Operator                           | Marketplace (L)           | <input type="checkbox"/> 45. Marketplace (Other) _____                   | Marketplace (L)           |
| <input type="checkbox"/> 13. Caterer                                       | Restaurant or Caterer (N) | <input type="checkbox"/> 46. Meal Assembly Kitchen                       | Marketplace (L)           |
| <input type="checkbox"/> 14. Commercial Lifestyle Center                   | Retail Specialty (O)      | <input type="checkbox"/> 47. Sports Facility                             | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 15. Concert and Dinner Theater                    | Retail Specialty (O)      | <input type="checkbox"/> 48. Municipal Golf Course                       | Restaurant or Caterer (N) |
| <input type="checkbox"/> 16. Confectionery                                 | Retail Specialty (O)      | <input type="checkbox"/> 49. Museum                                      | Retail Specialty (O)      |
| <input type="checkbox"/> 17. Continuing Care Community                     | Retail Specialty (O)      | <input type="checkbox"/> 50. Out of State Internet Retailer              | Internet Retailer (Q)     |
| <input type="checkbox"/> 18. Convenience Grocery Store                     | Retail Specialty (O)      | <input type="checkbox"/> 51. Performing Arts Facility                    | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 19. Coworking Establishment                       | Marketplace (L)           | <input type="checkbox"/> 52. Private Club                                | Private Club (M)          |
| <input type="checkbox"/> 20. Culinary Lodging                              | Hotel (K)                 | <input type="checkbox"/> 53. Resort Complex                              | Hotel (K)                 |
| <input type="checkbox"/> 21. Culinary Lodging with Restaurant              | Hotel (K)                 | <input type="checkbox"/> 54. Resort Complex with Restaurant              | Hotel (K)                 |
| <input type="checkbox"/> 22. Culinary Lodging with Restaurant with Caterer | Hotel (K)                 | <input type="checkbox"/> 55. Resort Complex with Restaurant with Caterer | Hotel(K)                  |
| <input type="checkbox"/> 23. Day Spa                                       | Marketplace (L)           | <input type="checkbox"/> 56. Restaurant                                  | Restaurant or Caterer (N) |
| <input type="checkbox"/> 24. Delicatessen                                  | Retail Specialty (O)      | <input type="checkbox"/> 57. Restaurant and Casino                       | Restaurant or Caterer (N) |
| <input type="checkbox"/> 25. Designated Outdoor Refreshment Area           | Annual Events (H)         | <input type="checkbox"/> 58. Restaurant at Point of Entry                | Restaurant or Caterer (N) |
| <input type="checkbox"/> 26. Drug Store                                    | Retail Specialty (O)      | <input type="checkbox"/> 59. Restaurant Limited                          | Restaurant or Caterer (N) |
| <input type="checkbox"/> 27. Equine Sporting Event                         | Annual Events (H)         | <input type="checkbox"/> 60. Restaurant with Caterer                     | Restaurant or Caterer (N) |
| <input type="checkbox"/> 28. Food Concessions                              | Retail Specialty (O)      | <input type="checkbox"/> 61. Rural Grocery Store                         | Retail Specialty (O)      |
| <input type="checkbox"/> 29. Gift Shop                                     | Retail Specialty (O)      | <input type="checkbox"/> 62. Shipper                                     | Shipper (P)               |
| <input type="checkbox"/> 30. Gourmet Oyster House                          | Retail Specialty (O)      | <input type="checkbox"/> 63. Special Event Fairgrounds                   | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 31. Gourmet Shop                                  | Retail Specialty (O)      | <input type="checkbox"/> 64. Special Events Facility                     | Annual Mixed Beverage (I) |
| <input type="checkbox"/> 32. Historic Beer Museum                          | Retail Specialty (O)      | <input type="checkbox"/> 65. Third Party Delivery                        | Retail Specialty (O)      |
| <input type="checkbox"/> 33. Historic Cinema                               | Retail Specialty (O)      | <input type="checkbox"/> 66. Train                                       | Carrier (I)               |

\* Mandatory field

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## PART 1: RETAIL LICENSE APPLICATION

### G. DETAILED BUSINESS INFORMATION, *continued*

#### DAYS AND HOURS OF OPERATION

- \*Date which you began or will begin operation of business: \_\_\_\_\_
- \*Operational days and hours: \_\_\_\_\_

#### LOCATION INFORMATION

- \*Do you own or lease the location of the establishment? (*select only one*)  Leased  Owned
- Landlord's name: \_\_\_\_\_ 11. Landlord's phone: \_\_\_\_\_
- Landlord's address: \_\_\_\_\_
- \*Is the parking lot private or shared? (*select only one*)  Private  Shared
- \*Interior square footage to be licensed: \_\_\_\_\_ 15. \*Patio square footage to be licensed: \_\_\_\_\_
- \*Approximate acreage on the property: \_\_\_\_\_

#### ESTABLISHMENT INFORMATION

- \*Who operates the establishment? (*select only one*)  Owner  Management Company  Franchisee
- \*Is any employee paid a percentage of the proceeds?  Yes  No  
If yes, provide an explanation: \_\_\_\_\_
- \*Are you assuming or continuing operation of an existing Virginia ABC licensed establishment (COOP)?  Yes  No  
If yes, complete Addendum—Continuation of Operations Permit (COOP), pgs. 18-20.  Complete

#### AIRPORT LOCATION INFORMATION

- \*Is the establishment located within an airport?  Yes  No
  - If yes, which Airport is the establishment is located upon/within? \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Terminal: \_\_\_\_\_ D. Concourse: \_\_\_\_\_ E. Suite: \_\_\_\_\_

#### COMMENTS

- Please provide Virginia ABC with any comments that you would like to share related to this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Mandatory field

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## PART 1: RETAIL LICENSE APPLICATION

### H. ANNUAL EVENTS

#### ALCOHOL INFORMATION *(Beer and Wine are included with this license)*

1. Are you applying for an extended Designated Outdoor Refreshment Area license to exceed 16 events per year?  Yes  No

### I. ANNUAL MIXED BEVERAGE

#### ALCOHOL INFORMATION *(Beer, Wine and Mixed Beverages are included with this license)*

1. Which Virginia ABC retail store do you prefer to get your inventory from *(address)*: \_\_\_\_\_
2. **Performing Arts**— Please provide a description of your facility to include number of seats. \_\_\_\_\_

#### KEG PRIVILEGE AND DELIVERY PRIVILEGE *(only applicable for a Performing Arts Facility and a Motor Sports Facility)*

3. Do you plan to utilize the keg privilege included with the license? *(additional keg book fee applies)*  Yes  No
4. Do you plan to utilize the delivery privilege included with the license? *(monthly reports are required)*  Yes  No

*NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.*

### J. CARRIER

#### ALCOHOL INFORMATION *(Beer, Wine and Mixed Beverages are included with this license)*

1. Which Virginia ABC retail store do you prefer to get your inventory from *(address)*: \_\_\_\_\_

#### CARRIER INFORMATION

2. Number of buses to be licensed *(required for Bus)*: \_\_\_\_\_
3. Number of dining or club cars to be licensed *(required for Train)*: \_\_\_\_\_

#### KEG PRIVILEGE AND DELIVERY PRIVILEGE

4. Do you plan to utilize the keg privilege included with the license? *(additional keg book fee applies)*  Yes  No
5. Do you plan to utilize the delivery privilege included with the license? *(monthly reports are required)*  Yes  No

*NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.*

\* Mandatory field

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## PART 1: RETAIL LICENSE APPLICATION

### K. HOTEL

#### ALCOHOL INFORMATION *(Beer and Wine are included with this license)*

1. Check if you would like to add:  Mixed Beverage  Specialty Liqueurs
2. Which Virginia ABC retail store do you prefer to get your inventory from *(address)*: \_\_\_\_\_

#### HOTEL INFORMATION

1. \*How many guest rooms are available? \_\_\_\_\_
2. \*Number of rooms to be licensed *(do not include in this count the number of guest rooms)*: \_\_\_\_\_
3. Please provide sales figures from *(month)* \_\_\_\_\_ *(year)* \_\_\_\_\_. If less than one month, give the number of days: \_\_\_\_\_

Items of Business	Sales (less sales tax)*
Entrees (full meals)	
Other prepared food	
Nonalcoholic beverages (soft drinks, tea, coffee, etc.)	
Prepared food sold to go	
<b>Total</b>	
*Check here <input type="checkbox"/> if figures are estimated. Estimated figures are accepted from <b>prospective businesses only</b> ; otherwise, actual figures are required.	

4. \*Describe the areas to be licensed \_\_\_\_\_  
\_\_\_\_\_
5. \*Describe area not to be licensed \_\_\_\_\_  
\_\_\_\_\_
6. \*Which range best describes the total number of seats available? *(select only one)*  
 1-100  101-150  151-500  501-1,000  over 1,000 seats

#### KEG PRIVILEGE AND DELIVERY PRIVILEGE (excludes Culinary Lodging)

7. Do you plan to utilize the keg privilege included with the license? *(additional keg book fee applies)*  Yes  No
8. Do you plan to utilize the delivery privilege included with the license? *(monthly reports are required)*  Yes  No

NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.

\* Mandatory field



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## PART 1: RETAIL LICENSE APPLICATION

### L. MARKETPLACE

- \*What is the type of business conducted at the establishment?  
 Art Instruction Studio  Bespoke Clothier  Canal Boat Operator  
 Coworking Establishment  Day Spa  Meal Assembly Kitchen  
 Other: \_\_\_\_\_
- \*Will this privilege be used seasonally? (a period of 6 consecutive months or less)  Yes  No  
 If yes, Season Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### ALCOHOL INFORMATION (Beer and Wine are included with this license)

- Meal Assembly Kitchen:** How many meals are assembled or prepared per day? \_\_\_\_\_

### M. PRIVATE CLUB

#### ALCOHOL INFORMATION (Beer and Wine are included with this license)

- Check if you would like to add:  Mixed Beverage
- Which Virginia ABC retail store do you prefer to get your inventory from (address): \_\_\_\_\_

#### PRIVATE CLUB INFORMATION

- \*How many members does your club have? (select only one)  200 or fewer  201-500  501 or more
- Are you open to the public?  Yes  No

#### KEG PRIVILEGE AND DELIVERY PRIVILEGE

- Do you plan to utilize the keg privilege included with the license? (additional keg book fee applies)  Yes  No
- Do you plan to utilize the delivery privilege included with the license? (monthly reports are required)  Yes  No

NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.

### N. RESTAURANT OR CATERER

#### ALCOHOL INFORMATION (Beer and Wine are included with this license. Restaurant Limited also includes Specialty Liqueurs)

- Restaurants Only: Check if you would like to add:  Mixed Beverage
- Which Virginia ABC retail store do you prefer to get your inventory from (address): \_\_\_\_\_

#### RESTAURANT OR CATERER INFORMATION

- How many seats are available at the bar? \_\_\_\_\_
- How many seats are available for sit-down dining? \_\_\_\_\_
- How many additional dining rooms are available besides the main dining room area? \_\_\_\_\_
- Is outside seating available?  Yes  No  
 If yes, how many tables are located outside? \_\_\_\_\_ How many seats are available? \_\_\_\_\_
- Provide a description of the barrier surrounding the outside area: \_\_\_\_\_

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## PART 1: RETAIL LICENSE APPLICATION

### N. RESTAURANT OR CATERER, *continued*

8. \*Which range best describes the total number of seats available? (*select only one*)

1-100  101-150  151-500  501-1,000  over 1,000 seats

9. Please provide sales figures from (*month*) \_\_\_\_\_ (*year*) \_\_\_\_\_. If less than one month, give the number of days: \_\_\_\_\_

Items of Business	Sales (less sales tax)*
Entrees (full meals)	
Other prepared food	
Nonalcoholic beverages (soft drinks, tea, coffee, etc.)	
Prepared food sold to go	
<b>Total</b>	

\*Check here  if figures are estimated. Estimated figures are accepted from **prospective businesses only**; otherwise, actual figures are required.

### RESTAURANT AND CASINO INFORMATION

10. \*Number of gaming stations: \_\_\_\_\_

### KEG PRIVILEGE AND DELIVERY PRIVILEGE (Restaurants Only)

11. Do you plan to utilize the keg privilege included with the license? (*additional keg book fee applies*)  Yes  No

12. Do you plan to utilize the delivery privilege included with the license? (*monthly reports are required*)  Yes  No

*NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.*

### O. RETAIL SPECIALTY

**ALCOHOL INFORMATION** (*Beer and Wine are included with this license. Mixed Beverage is also included for Bed and Breakfast, Commercial Lifestyle, and Museum.*)

1. **Municipal Golf Course Only** Check if you would like to add:  Mixed Beverage

2. Which Virginia ABC retail store do you prefer to get your inventory from (*address*): \_\_\_\_\_

**Off Premise Only:** Confectionery, Delicatessen, Drug Store, Gift Shop, Gourmet Oyster House, Gourmet Shop, Museum

### RETAIL SPECIALTY INFORMATION

1. How many guest rooms are available (*Required only for Bed & Breakfast*)? \_\_\_\_\_

2. Number of rooms to be licensed. (*Do not include in this count the number of guest rooms*) (*Required for Bed and Breakfast*): \_\_\_\_\_

3. Has the intended licensee been open for at least one year?  Yes  No

4. Describe boundaries of license premises: \_\_\_\_\_

\_\_\_\_\_

\* Mandatory field



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PART 1: RETAIL LICENSE APPLICATION

O. RETAIL SPECIALTY, continued

5. Grocery and Convenience Store / Gourmet Shop / Delicatessen / Marina Store

Form with fields for (Month), (Year), and If less than one month, give the number of days:; Items of Business (complete for your establishment type only); Sales (less sales tax)\*; Inventory (wholesale value)\*; Bulk edible food/grocery items; Individual packaged items; Gourmet items; Prepared foods; Nonalcoholic beverages; Floral arts, crafts; Other merchandise; Nautical or Fishing Supply and Foods (For Marina Store); Total; \*Check here if figures are estimated.

THIRD PARTY DELIVERY

6. Number of delivery personnel [ ] 25 or less [ ] More than 25

7. I certify that I am in compliance with code sections 4.1-212.2(C) and (D) [ ]

(C): In addition to the application requirements set forth in § 4.1-230 and any regulations or requirements adopted pursuant thereto, third-party delivery licensees shall provide to the Board, at the time of application and annually thereafter or as otherwise required by the Board, written certification that the third-party delivery licensee is in compliance with all applicable requirements set forth in Article 2 (§ 46.2-2141 et seq.) of Chapter 21 of Title 46.2. Third-party delivery licensees shall also provide to the Board, upon request, a copy of any contracts entered into by the licensee with any person offering alcoholic beverages for delivery.

(D): Third-party delivery licensees shall provide to the Board, at the time of application and annually thereafter or as otherwise required by the Board, written certification that all delivery personnel (i) prior to delivering alcoholic beverages and annually thereafter, have completed and passed with a score of no less than 80 percent a Board-approved public safety course; (ii) are 21 years of age or older; (iii) have a valid driver's license, vehicle inspection, and vehicle registration; (iv) within the last seven years, have not been convicted of any of the following offenses under Virginia law or a substantially similar ordinance or law in any other jurisdiction: driving under the influence in violation of § 18.2-266 or 46.2-341.24 or a violation of § 4.1-304, 18.2-36.1, 18.2-51.4, 18.2-95, 18.2-357.1, or 46.2-894; (v) within the last three years, have not been convicted of more than three vehicle moving violations; and (vi) are not required to register with the Sex Offender and Crimes Against Minors Registry pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1 or listed on the U.S. Department of Justice's National Sex Offender Public Website.

KEG PRIVILEGE AND DELIVERY PRIVILEGE (Not applicable for Bed and Breakfast, Commercial Lifestyle, Confectionery, Motor Car Sporting Event Facility, Museum.)

8. Do you plan to utilize the keg privilege included with the license? (additional keg book fee applies) [ ] Yes [ ] No

9. Do you plan to utilize the delivery privilege included with the license? (monthly reports are required) [ ] Yes [ ] No

NOTE: If you select No at this time, and you choose to exercise this privilege after license issuance, you must notify your Agent.

\* Mandatory field



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## PART 1: RETAIL LICENSE APPLICATION

### P. SHIPPER

1. \*Does the applicant own the Brand?  Yes  No
2. Select the type of retail establishment from which the shipment will originate:
 

<input type="checkbox"/> Convenience Grocery Store	<input type="checkbox"/> Gift Shop	<input type="checkbox"/> Hotel with Restaurant
<input type="checkbox"/> Culinary lodging resort	<input type="checkbox"/> Gourmet Oyster House	<input type="checkbox"/> Hotel with Restaurant and Caterer
<input type="checkbox"/> Culinary lodging resort with restaurant	<input type="checkbox"/> Gourmet Shop	<input type="checkbox"/> Resort Complex
<input type="checkbox"/> Culinary lodging resort with restaurant with caterer	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Resort Complex with Restaurant
<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Hotel	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Drug Store	<input type="checkbox"/> Hotel with Caterer	
3. Select the industry type of establishment from which the shipment will originate (*choose one*):  Brewery  Farm Winery  Winery

### Q. INTERNET RETAILER

1. \*What is the website address where you will be selling your wine or beer? \_\_\_\_\_

\* Mandatory field

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## PART 1: RETAIL LICENSE APPLICATION

### R. APPLICANT'S SIGNATURE-REQUIRED

I swear or affirm under penalty of law that the information in this application is true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges. I understand that failure to submit all required documentation in a timely manner, may result in the withdrawal of this application and require a new application and associated fees.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

\* Mandatory field

### OFFICE USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____



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## RETAIL ADDENDUM — RELATED BUSINESS ENTITY

### SECTION 1

**Note:** This form may be required upon review of your business structure. VA ABC will provide notification and instructions if this information is required.

1. \*Organization name: \_\_\_\_\_  
*If general partnership, enter partners' names or name of partnership. If LP, LLP, LLC or corporation, enter name as recorded with the State Corporation Commission. If association or tax-exempt private club, enter name. Only if a sole proprietor, enter first, middle and last name.*
2. \*Federal Employer Identification Number (FEIN): (XX-XXXXXXX) \_\_\_\_\_
3. \*Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_  
(zip + 4) \_\_\_\_\_ (county, if applicable) \_\_\_\_\_
4. Day phone: \_\_\_\_\_ 5. Fax: \_\_\_\_\_
5. \*Business Email: \_\_\_\_\_
6. \*Preferred method of contact:  Email  Fax  Phone  Postal Mail
7. \*Is this business entity owned by another entity?  Yes  No
8. \*Were stock certificates issued?  Yes  No
9. Is the business entity an out of state entity?  Yes  No  
If yes, is this business entity registered with the Virginia State Corporation Commission?  Yes  No
10. \*Does the group/entity hold IRS tax-exempt status?  Yes  No
11. Nonprofit tax exemption status: Is this business a subordinate of a national nonprofit?  Yes  No
12. What is the name of the national nonprofit organization? \_\_\_\_\_
13. Is this company a private club?  Yes  No  
If yes, total number of group members: \_\_\_\_\_
14. Legal business name: \_\_\_\_\_
15. Legal business structure (check only one). For descriptions of structures see "Owner/Primary Business Entity Information" section, page 4.
 

<input type="checkbox"/> <b>General partnership.</b>	<input type="checkbox"/> <b>Corporation: For profit.</b>	<input type="checkbox"/> <b>Limited liability partnership (LLP).</b>
<input type="checkbox"/> <b>Limited partnership (LP).</b>	<input type="checkbox"/> <b>Corporation: Nonprofit.</b>	<input type="checkbox"/> <b>Limited liability company (LLC).</b>
<input type="checkbox"/> <b>Sole proprietor.</b>		
16. \*Do you have a State Corporation Commission Entity ID number?  Yes  No  
If yes, ID number: \_\_\_\_\_
17. Virginia Sales and Use Tax Account number: \_\_\_\_\_
18. Additional State Corporation Commission information: \_\_\_\_\_

\*Mandatory field

### OFFICE USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
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Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____



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## ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

### A. GENERAL COOP INFORMATION

Code of Virginia § 4.1-212 A 15 states: Any person who, through contract, lease, concession, license, management or similar agreement (herein after referred to as the contract), becomes lawfully entitled to the use and control of the premises of a person licensed by the Board to continue to operate the establishment to the same extent as a person holding such licenses, provided such person has made application to the Board for a license at the same premises. The permit shall (i) confer the privileges of any licenses held by the previous owner to the extent determined by the Board and (ii) be valid for a period of 120 days or for such longer period as may be necessary as determined by the Board pending the completion of the processing of the permittee's license application. No permit shall be issued without the written consent of the previous licensee. No permit shall be issued under the provisions of this subdivision if the previous licensee owes any state or local taxes, or has any pending charges for violation of this title or any Board regulation, unless the permittee agrees to assume the liability of the previous licensee for the taxes or any penalty for the pending charges. An application for a permit may be filed prior to the effective date of the contract, in which case the permit when issued shall become effective on the effective date of the contract. Upon the effective date of the permit, (a) the permittee shall be responsible for compliance with the provisions of this title and any Board regulation and (b) the previous licensee shall not be held liable for any violation of this title or any Board regulation committed by, or any errors or omissions of, the permittee.

For the purposes of this application the term contract will be defined as above. The terms "previous owner" and "previous licensee" shall be interchangeable with the term "current licensee." The term "permittee" shall be interchangeable with the term "applicant entity."

### B. INSTRUCTIONS

1. Type or print legibly in black ink.
  2. Read thoroughly and complete application in full.
  3. Complete both portions of Section 1.
  4. Complete Section 2, Number 1 or attach a list in the same format. This information can be obtained using the Licensee Search form on ABC's website under Licensee Resources.
  5. Check the appropriate box for Section 2, Number 2 and attach documents as required. State tax information can be obtained from the Virginia Department of Taxation ([www.tax.virginia.gov](http://www.tax.virginia.gov)). Local tax information can be obtained from the Commissioner of Revenue for each locality. Pending violation information should be obtained from the current licensee.
  6. Attach a copy of any related contract(s) for Section 2, Number 5.
  7. Complete Section 3.
  8. Complete Section 4. Have both **THE CURRENT LICENSEE** and **THE APPLICANT ENTITY** sign the affidavit. Each signature must be properly notarized.
  9. Mail the following items to the address below:
    - *Completed Retail License application with Addendum*
    - All required documents
    - *Nonrefundable application fee of \$50*
- Virginia Alcoholic Beverage Control Authority**  
**License Records Management**  
**PO Box 3250**  
**Mechanicsville, VA 23116**
10. Upon application approval a Permit Issuance fee is required.
    - *COOP Issuance fee of \$50.00*

### C. PRIVACY STATEMENT

**PRIVACY STATEMENT:** Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will 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.



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# ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

## SECTION 1

### WHEREAS, A CONTRACT EXISTS BETWEEN:

#### THE CURRENT LICENSEE

- 1. \*Organization name: \_\_\_\_\_
- 2. \*Address: (street) \_\_\_\_\_
- 3. (city/town) \_\_\_\_\_ 4. (state) \_\_\_\_\_ 5. (zip + 4) \_\_\_\_\_

AND

#### THE APPLICANT ENTITY

- 6. \*Organization name: \_\_\_\_\_
- 7. \*Address: (street) \_\_\_\_\_
- 8. (city/town) \_\_\_\_\_ 9. (state) \_\_\_\_\_ 10. (zip + 4) \_\_\_\_\_

## SECTION 2

### WHEREAS, THIS AGREEMENT:

- 1. Confirms that **THE APPLICANT ENTITY** has made application to the Board for a license for the location or locations represented in the contract and that are hereby listed or attached.
  - A. \*Current License Number: \_\_\_\_\_ B. \*Current Trade Name: \_\_\_\_\_
  - C. Applicant License Number: \_\_\_\_\_ D. \*Applicant Trade Name: \_\_\_\_\_
  - E. \*Physical Address: \_\_\_\_\_
- 2. \*Confirms that (check only one box):
  - A.  **THE CURRENT LICENSEE** does not owe any state or local taxes and does not have any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations.
  - OR**
  - B.  **THE APPLICANT ENTITY** agrees to assume the liability of **THE CURRENT LICENSEE** for any state or local taxes owed and/or the penalty for any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations. A list of any pending charges including the charge or charges, current license number, current trade name, applicant license number, applicant trade name and physical location is hereby attached. A list of any state or local taxes owed is hereby attached in the same format.
- 3. Confirms that if a permit is issued, **THE APPLICANT ENTITY** shall be responsible for compliance with the provisions of this title and any Board regulation.
- 4. Confirms that if a permit is issued, **THE CURRENT LICENSEE** shall not be held liable for any violation of Title 4.1 of the Code of Virginia or any Board regulation committed by, or any errors or omissions of, **THE APPLICANT ENTITY**.
- 5. Confirms that a copy of the contract(s) as defined on page one is hereby attached to this application.
- 6. Serves as the written consent of **THE CURRENT LICENSEE** to the issuance of the permit to **THE APPLICANT ENTITY**.

## SECTION 3

### WHEREAS, THE CONTRACT AND THIS AGREEMENT:

Shall be executed and effective the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\* Mandatory field

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# ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

## SECTION 4

### SWORN AFFIDAVITS:

<p><b>THE CURRENT LICENSEE</b> <i>(as identified on page 2)</i></p> <p>To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.</p> <p>Name* <i>(print)</i>: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>NOTARIZATION OF AFFIDAVIT</b></p> <p><b>Note to Notary:</b> <i>You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.</i></p> <p>State of _____</p> <p>County/city of _____</p> <p>Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).</p> <p>Notary public signature: _____</p> <p>My notary commission expires: _____</p> <p>Registration number: _____ <i>(required of Virginia-appointed notaries public)</i></p> <div data-bbox="1222 506 1539 716" style="border: 1px solid black; padding: 5px;"> <p><i>Notary Stamp (required of Virginia-appointed notaries public)</i></p> </div>
<p><b>THE APPLICANT ENTITY</b> <i>(as identified on page 2)</i></p> <p>To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.</p> <p>Name* <i>(print)</i>: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>NOTARIZATION OF AFFIDAVIT</b></p> <p><b>Note to Notary:</b> <i>You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.</i></p> <p>State of _____</p> <p>County/city of _____</p> <p>Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).</p> <p>Notary public signature: _____</p> <p>My notary commission expires: _____</p> <p>Registration number: _____ <i>(required of Virginia-appointed notaries public)</i></p> <div data-bbox="1222 1081 1539 1291" style="border: 1px solid black; padding: 5px;"> <p><i>Notary Stamp (required of Virginia-appointed notaries public)</i></p> </div>

**\*NOTE:** Only an owner of the business; a partner, if the business is a partnership; a member/manager of a limited liability company; or an officer or director of a corporation, if the business is a corporation, or the authorized legal representative of any of the above is authorized to sign this application.

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Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____



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## PART 2: POSTING AND PUBLISHING

### POSTING AND PUBLISHING INSTRUCTIONS

**IMPORTANT INFORMATION TO NOTE:** Posting and publishing **must not** be started until Virginia ABC has received Part 1 of the application and application fee(s). Posting and publishing **can be done** at the same time. Airplanes, boats, trains, museums, wine and/or beer shippers, annual banquet, annual mixed beverage banquet, out-of state beer or wine importers, out-of-state delivery permittees and third party delivery **do not** need to publish or post their intent to apply for a license (Code of Virginia §4.1-230.B).

- “Posting Notice” instructions:** The owner shall fill out the notice (pg. 22) stating that he/she has applied for an ABC license and post the notice for 10 complete and consecutive days on the front of the building, place, or room where he/she proposes to engage in such business.
- “Newspaper Publishing Notice” instructions:** The owner shall publish notice (pg. 23) in English at least two times in a newspaper having general circulation in the county, city or town where the owner proposes to conduct business. The two publishings must occur in consecutive weeks. The second publishing must occur at least seven days after the first publishing, but not later than Saturday of the second week. *Hint: The easiest way to meet this requirement is to publish on the same day in both weeks (e.g., on two consecutive Mondays).*
- The applicant's signature** (below) shall not be signed until these two requirements have been met:
  - Both newspaper publishings have been completed.
  - Ten complete and consecutive days have passed since the notice was first posted.

### POSTING AND PUBLISHING SUMMARY

- Organization/Business Entity's name: \_\_\_\_\_  
*If general partnership, enter partners' names or name of partnership. If LP, LLP, LLC or corporation, enter name as recorded with the State Corporation Commission. If association or tax-exempt private club, enter name. Only if a sole proprietor, enter first, middle and last name.*
- Trade name of business: \_\_\_\_\_
- Type(s) of license(s) applied for: \_\_\_\_\_
- Location where business will trade: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (county, if applicable) \_\_\_\_\_ (state) \_\_\_\_\_
- Date notice posted at establishment (MM/DD/YYYY): \_\_\_\_\_
- Date first notice published (MM/DD/YYYY): \_\_\_\_\_ Name of newspaper: \_\_\_\_\_
- Date second notice published (MM/DD/YYYY): \_\_\_\_\_ Name of newspaper: \_\_\_\_\_

### APPLICANT'S SIGNATURE-REQUIRED

I swear or affirm under penalty of law that the information contained in this document is true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges. The undersigned is an owner/member/director of the licensed business or employee or agent that is approved to attest to this information on the business' behalf.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_  
Print name: \_\_\_\_\_ Title: \_\_\_\_\_



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# NOTICE

The applicant shown below is applying to the Virginia Alcoholic Beverage Control Authority.

TYPE(S) OF LICENSE(S): \_\_\_\_\_

FULL NAME(S) OF OWNER(S): \_\_\_\_\_

*If general partnership, enter partners' names or name of partnership. If LP, LLP, LLC or corporation, enter name as recorded with the State Corporation Commission. If association or tax-exempt private club, enter name. Only if a sole proprietor, enter first, middle and last name.*

TRADE NAME: \_\_\_\_\_

EXACT LOCATION WHERE BUSINESS WILL TRADE: \_\_\_\_\_

(street address)

(city/town)

(county)

(state)

(zip + 4)

PARTNERS / CORPORATE OFFICERS HAVING INTEREST IN THE BUSINESS: \_\_\_\_\_

(name)

(title / nature of interest)

(name)

(title / nature of interest)

(name)

(title / nature of interest)

DATE OF FIRST NEWSPAPER PUBLISHING: \_\_\_\_\_

(date of first newspaper publishing)

(signature/title)

**Objections to the issuance of this license must be submitted to ABC no later than 30 days from above date, the publishing date of the first of two required newspaper legal notices.**

**Objections should be registered within 30 days at [www.abc.virginia.gov](http://www.abc.virginia.gov) or (800) 552-3200.**



Virginia Alcoholic Beverage Control Authority

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

## PART 2: POSTING AND PUBLISHING

### PUBLISHING NOTICE

Please publish the following item in the **legal notice section** of your newspaper. Please refer to the instructions provided on page 21.

**Full name(s) of owner(s):** \_\_\_\_\_

*If general partnership, enter partners' names or name of partnership. If LP, LLP, LLC or corporation, enter name as recorded with the State Corporation Commission. If association or tax-exempt private club, enter name. Only if a sole proprietor, enter first, middle and last name.*

**Trading as:** \_\_\_\_\_

*(trade name)*

\_\_\_\_\_  
*(Location where business will trade)*

\_\_\_\_\_  
*(city/town)*

\_\_\_\_\_  
*(county) (state) (zip + 4)*

**The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY**

**for a \_\_\_\_\_ license**

*(type[s] of license[s] applied for)*

**to sell or manufacture alcoholic beverages.**

\_\_\_\_\_  
*(name and title of owner/partner/officer authorizing advertisement)*

**NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at [www.abc.virginia.gov](http://www.abc.virginia.gov) or (800) 552-3200.**

### OFFICE USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____