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Virginia Alcoholic Beverage
Control Authority

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| Agent: (office use only) |
| Record number: (office use only) |

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

SOLICITOR SALESMAN PERMIT APPLICATION

A. INFORMATION AND QUALIFICATIONS

- A Solicitor Salesman Permit shall be required for:
 - ALL *permittee Applicant's* 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 Authority Board are **NOT** required to obtain a Solicitor Salesman Permit in order to sell, solicit or promote **WINE OR BEER** to wholesale or retail licenses.
- 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.
- DISTILLED SPIRITS SOLICITORS:**
 - A permit is required for any person, whether licensed by the Virginia Alcoholic Beverage Control Authority Board or not, having interest in the manufacture, distribution or sale of spirits or other alcoholic beverages to solicit and mixed beverage licensee, his agents, 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, Applicant's for Distilled Spirits Solicitor Salesman Permits must complete the "Addendum-Distilled Spirits Solicitor Salesman Permit."
- All approved permits expire on June 30th 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.**

B. INSTRUCTIONS

- Print legibly in black ink.
- Answer questions completely and accurately.
- If applying for **Distilled Spirits** or **Wine, Beer and Distilled Spirits** permits complete the Addendum.
- Mail the following items to the address below:
 - Completed application*
 - Nonrefundable application fee of \$50*
 - If applicable, completed Addendum-Distilled Spirits Solicitor Salesman Permit*
 - Appropriate fee determined from "Type of Permit" section of application*

Virginia Alcoholic Beverage Control Authority
License Records Management
PO Box 3250
Mechanicsville, VA 23116

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B. INSTRUCTIONS, *continued*

- 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 agents or License Records Management employee will be contact with the applicant.
- Permit processing typically takes approximately 10 business days.
- Upon application approval a Permit Issuance fee is required.
 - Solicitor Salesman Issuance fee of \$350.00*

C. PRIVACY STATEMENT

- Social security numbers, dates or birth, and federal and state tax identification numbers are collected for identification purposes.
- The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information. ABC does not provide information to any entity except as authorized by Code of Virginia §58.1-2 or 2.2-3700 through 2.2-3714.

D. BUSINESS LOCATION

- Facility Establishment Name: *(if applicable)* _____
- Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

E. PERMITEE-INDIVIDUAL

DIRECTIONS: Section F is required to be completed with an associated business's name.

- First Name, Last Name: _____
- Primary Phone Number: _____
- Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

F. ASSOCIATED BUSINESS

- Facility Establishment Name/Trade Name: _____
- Primary Phone Number: _____
- Primary Email: _____
- Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____
- Do you have a Virginia State Corporation Commission Entry ID Number? Yes No

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G. TYPE OF PERMIT

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| <input type="checkbox"/> Wine and Beer Solicitor Salesman Permit This permit requires a \$350.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <input type="checkbox"/> If applying between July 1st and September 30th the cost is \$350.00 <input type="checkbox"/> If applying between October 1st and December 31st the cost is \$262.50 <input type="checkbox"/> If applying between January 1st and March 31st the cost is \$175.00 <input type="checkbox"/> If applying between April 1st and June 30th the cost is \$87.50 | Fee Amount Submitted \$ _____ |
| <input type="checkbox"/> Distilled Spirits Solicitor Salesman Permit This permit requires a \$350.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <input type="checkbox"/> If applying between July 1st and September 30th the cost is \$350.00 <input type="checkbox"/> If applying between October 1st and December 31st the cost is \$262.50 <input type="checkbox"/> If applying between January 1st and March 31st the cost is \$175.00 <input type="checkbox"/> If applying between April 1st and June 30th the cost is \$87.50 | Fee Amount Submitted \$ _____ <input type="checkbox"/> Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.) |
| <input type="checkbox"/> Wine, Beer and Distilled Spirits Solicitor Salesman Permit This permit requires a \$700.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <input type="checkbox"/> If applying between July 1st and September 30th the cost is \$700.00 <input type="checkbox"/> If applying between October 1st and December 31st the cost is \$525.00 <input type="checkbox"/> If applying between January 1st and March 31st the cost is \$350.00 <input type="checkbox"/> If applying between April 1st and June 30th the cost is \$175.00 | Fee Amount Submitted \$ _____ <input type="checkbox"/> Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.) |

H. APPLICANT'S SIGNATURE

I swear or affirm under penalty of law that the information on this application and all the attachments are true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges.

Signature: _____ Date signed: _____

Print name: _____ Title: _____

I. REQUIRED DOCUMENTS

DIRECTIONS: Provide officials with the following required documents at time of submittal.

1. Brand List
2. Letter of Authorization or Distilled Spirits Solicitor Salesman Permit Addendum

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J. ADDENDUM-DISTILLED SPIRITS SOLICITOR SALESMAN PERMIT

Per 3 VAC 5-60-80-B-1-c of Virginia Administrative Code regarding Distilled Spirits solicitors, each person shall submit with the application, a letter of authorization from the manufacturer, brand owner or its duly designated United States agent, of each specific brand or brands of spirits which the permittee is authorized to represent on behalf of the manufacturer or brand owner in the Commonwealth.

This addendum may serve as the letter of authorization.

Please denote who is submitting this addendum by checking the appropriate box and entering the name of that company on the adjacent line:

Manufacturer: _____

Brand Owner: _____

Duly designated United States Agent: _____

I, _____ in my duties as _____ here by
*Name of employee of above listed company granting authorization *Title of employee
authorize _____ to solicit or promote only the brand or brands of spirits in this addendum.
*Name of Solicitor on attached application

I certify that the information contained or submitted with this addendum is true and accurate. I understand that **falsification and/or misrepresentation of information may result in refusal of permit and/or criminal chargers.**

Signature: _____ Date signed: _____

List brand(s) below. A separate sheet may be attached for additional brands or in lieu of listing all brands here.

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