

Total paid: \$ <i>(office use only)</i>
Receipt number: <i>(office use only)</i>



Virginia Alcoholic Beverage
Control Authority

Agent: <i>(office use only)</i>
Record number: <i>(office use only)</i>

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PERMIT APPLICATIONS

REQUIRED DOCUMENTS FOR PERMIT APPLICATIONS

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

1. Authorized Warehouse:

- A. Shipper Contract
- B. Supporting Documentation

2. Common Carrier:

- Documentation of Approval as an Interstate Carrier

3. Culinary:

- A. Recipes

4. Import Personal Alcohol:

- A. Military Orders
- B. Military ID
- C. Supporting Documentation

5. Industrial Alcohol:

- A. Supporting Documentation for exempt entities

6. One-Time Sale:

- A. Court Order
- B. Death Certificate *(if applicable)*
- C. Inventory

7. Out of Bond:

- A. Articles of Incorporation/Organization or similar
- B. Diagram of Warehouse
- C. Lease or Deed
- D. Memorandum of Understanding *(optional)*
- E. Federal ID Number (FEIN)
- F. SCC eFile Report/Virginia SCC Authorization Letter

8. Grain:

- A. Proof of Business *(if applicable)*
- B. Proof of Good Cause

9. Out-of-State Delivery:

- A. ABC License from State of Issuance
- B. Articles of Incorporation/Organization or similar
- C. Background Verification
- D. Brand List
- E. SCC eFile Report/Virginia SCC Authorization Letter
- F. Virginia Sales Tax Certificate
- G. Federal ID Number (FEIN)

10. Sacramental Wine:

- A. Request letter from officer of congregation

11. Solicitor Salesman:

- A. Brand List *(if applicable)*
- B. Letter of Authorization of Agreement Addendum for Solicitor Salesman Permit *(if applicable)*

12. Solicitor Tasting:

- A. Completed Agreement Addendum

13. Still:

- A. Drawing of Still Location
- B. Photograph of Still

14. Transportation:

- A. Federal Motor Safety Information

15. Trustee:

- A. Court Order
- B. Inventory
- C. Death certificate *(optional)*

16. Walking Tour or Sightseeing Carrier:

- A. DMV Contract Passenger Carrier Operating Authority Certificate *(if applying for Sightseeing Carrier permit)*

17. Wine or Licensee Off-Site Storage:

- A. Lease or Deed
- B. TTB Application/Permit