



SURRENDER A LICENSE TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

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.

1. Click on [VAL Login](#)
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license to be surrendered. Click to [open the record](#).
4. Click [Create Amendment](#) button at bottom of page.
5. Select [License or Privilege Surrender Amendment](#). Click **Continue Application**.
6. Complete required fields on [License/Privilege Surrender](#) page. Click **Continue Application**.
7. Review address and contact information. Click **Continue Application**.
8. Review request and check [confirmation box](#). Click **Continue Application**.
9. Request is submitted, and record number is displayed.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records

The screenshot shows the user interface for 'My Records'. At the top, there are tabs for 'Home', 'Search', and 'Create'. Below these are links for 'Dashboard', 'My Records' (highlighted with a red box), 'My Account', and 'Advanced Search'. On the right, there is a search bar and links for 'Logged in as:', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. Below the navigation, there are two main sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a 'View Collections' button. Both sections contain the message: 'There are no items in your shopping cart right now.' and 'You do not have any collections right now.' respectively.

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Open a Record

Showing 21-30 of 81 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Action | Date | Record Number | Status | Record Type | Expiration Date | Effective Status |
|--------------------------|---------------------------|------------|---------------|-------------|--|-----------------|------------------|
| <input type="checkbox"/> | Amendment | 03/13/2020 | 000020068 | Active | Still Permit | 02/28/2021 | Active |
| <input type="checkbox"/> | Amendment | 03/12/2020 | 000020043 | Active | Continuance of Operation (COOP) Permit | 08/09/2020 | Active |
| <input type="checkbox"/> | Amendment | 03/12/2020 | 000020037 | Active | Retail Hotel License | 02/28/2021 | Active |
| <input type="checkbox"/> | Amendment | 03/06/2020 | 000019882 | Active | Grain Alcohol Permit | 05/05/2021 | Active |
| <input type="checkbox"/> | Amendment | 03/05/2020 | 000019834 | Active | Retail Restaurant or Caterer License | 02/28/2021 | Active |
| <input type="checkbox"/> | Amendment | 03/05/2020 | 000019839 | Active | Trustee Permit | 07/03/2020 | Active |
| <input type="checkbox"/> | Amendment | 03/03/2020 | 000019763 | Active | Retail Private Club License | 02/28/2021 | Active |
| <input type="checkbox"/> | Amendment | 01/27/2020 | 000018698 | Active | Industry Wholesaler License | 12/31/2020 | Active |
| <input type="checkbox"/> | Amendment | 01/13/2020 | 000018004 | Active | Retail Carrier License | 12/31/2020 | Active |
| <input type="checkbox"/> | Amendment | 03/11/2020 | 000020020 | Active MBAR | Retail Restaurant or Caterer License | 02/28/2021 | Active |

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Create Amendment

Record 000019763:
Retail Private Club License
Record Status: Active
Expiration Date: 02/28/2021

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼

Custom Component

Location

700 Bruce ST
 Youth Club
 South Boston VA 24592-3801
 United States

Record Details

Licensed Professional:
 YOUTH CLUB
 700 Bruce ST
 South Boston, VA, 245923801
 Private Club 000019763

Project Description:
 Youth Club

▶ **More Details**

Create Amendment

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License or Privilege Surrender Amendment

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

Select an Amendment Type

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

Search

- Change of Business Entity or Ownership Amendment
- License Event Notification Amendment
- License or Privilege Surrender Amendment
- Lift of Surrender Amendment
- OLP Application
- Retail License ABC Store Change Amendment
- Retail Private Club - Privilege / Classification Change
- Training Log

Continue Application »

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License/Privilege Surrender

Step 1: License/Privilege Surrender > Amendment Request * indicates a required field.

Surrender Information

SURRENDER INFORMATION

Do you wish to surrender the entire license or just a privilege?: *

--Select--

*Surrender type:

--Select--

Reason for surrender:

Surrender Effective date:

Planned reactivation date:

Privilege to Surrender

ALCOHOL INFO

Beer:

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Confirmation

Address for Informational Purposes Edit

700 Bruce ST
 Youth Club
 South Boston VA 24592-3801
 United States

I certify that I am the applicant and that all information provided on this application is true and correct. I understand that falsification and/or misrepresentation of information may result in refusal of a license and/or criminal charges, which may include the Class 5 felony of perjury. By checking the checkbox below, I also acknowledge that I am responsible to pay all fees associated with this application and give Virginia ABC authorization to charge me according to the terms outlined above.

By checking this box, I agree to the above certification. Date:

Continue Application »

Save and resume later

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