



VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 Hermitage Road • P O Box 27491 • Richmond VA 23261

**APPLICANT INSTRUCTIONS**

1. Review pages 2 - 4, Definitions and Qualifications and License Types and Costs, to determine the type of license and the amount of license fees that are required. A \$65 non-refundable **application fee** is due for each license applied for and must be submitted with the application. The appropriate **license fee** is not due until the license is issued and no license can be issued until the appropriate fees are paid in full.
2. Complete pages 5 - 8 of application. Personal Data Form, page 7, is to be completed by each Owner if the applicant is a sole proprietorship, each Partner if the applicant is a partnership, each Member if the applicant is an association, and each Corporate Officer, Director, General Manager, or Shareholder owning ten percent (10%) or more of the corporation's capital stock, if the applicant is a corporation. Page 8 is a Personal Data Form for you to make additional copies.
3. Mail or deliver the signed and notarized application, along with your \$65 non-refundable application fee to your local ABC office or the Richmond main office.
4. Begin Posting and Publishing requirement (notice insert and pages 9-10). **NOTE:** Application must be received at ABC prior to beginning posting or publishing. **NOTE:** The following applicants do not need to post or publish: Airplanes, Boats, Trains, Out-of-State Beer and Wine Importers, Shippers.
5. Complete the Posting and Publishing Summary (page 9) and submit the signed and notarized form to either your local ABC office or the Richmond main office. **NOTE:** This form cannot be completed until the two newspaper publishings have appeared in the newspaper.

Your application will be forwarded to a local ABC special agent for investigation, which will include a criminal history background check. The special agent will contact you to set up an appointment to review your application, obtain any other required information and complete the investigation relating to the issuance of the license.

A license cannot be issued until the agent has completed the investigation and has reviewed the applicant's completed file. The entire application process routinely takes four (4) weeks; however any of the following factors can increase the time needed to issue the license.

- Applications with missing or inaccurate information.
- Applications that do not have documentation readily available for the special agent's review.
- Applications that are delayed by a local government review.
- Applications that are contested.

**IMPORTANT NOTES:**

If your application is received with the following errors, it will be returned and no investigation will begin until the error is corrected and the application is resubmitted to ABC.

- \$65 non-refundable application fee is not submitted.
- The Sworn Affidavit is incomplete.

If you post and publish your intent to apply for a license **prior** to submitting your application to ABC you will have to repost and republish costing you additional money and valuable time.

If you have any questions regarding your application, please contact your local ABC office.

## DEFINITIONS AND QUALIFICATIONS

General definitions and qualifications used in connections with licensing common types of businesses

### BANQUET FACILITY

A building or other facility regularly occupied by a volunteer fire department or volunteer rescue squad duly recognized by the governing body of the county, city or town in which it is located. License only allows the consumption of legally acquired alcoholic beverages by persons in attendance at a function eligible for a banquet license.

### BED AND BREAKFAST

An establishment having (i) no more than fifteen (15) bedrooms; (ii) offering to the public; for compensation, transitory lodging or sleeping accommodations; and (iii) offering at least one meal per day, which may but need not be breakfast, to each person to whom overnight lodging is provided. Alcoholic beverages may be served for on-premises consumption to persons who are registered, overnight guests.

### BOAT

A common carrier of passengers operating by water on regular schedules in interstate or intrastate commerce, habitually serving food. For the sale of wine and/or beer on premises, a boat must have minimum monthly food sales of \$2,000.

### CATERERS

A place of business regularly engaged in providing food and beverage to others for service at private gatherings or at special events, which shall authorize the licensee to sell and serve alcoholic beverages for on-premises consumption. The annual gross receipts from the sale of food cooked and prepared for service and nonalcoholic beverages served at gatherings and events shall amount to at least forty-five (45) percent of the gross receipts and average at least \$4,000 per month from the sale of mixed beverages and food.

### CONVENIENCE GROCERY STORE

An establishment which (i) has an enclosed room in a permanent structure where stock is displayed and offered for sale, and (ii) maintains an inventory of edible items intended for human consumption consisting of a variety of such items of the types normally sold in grocery stores. Edible items shall mean a variety of such items normally used in the preparation of meals, including liquids and shall include food products from the following groups: dairy, meat, grain, vegetables and fruit. For the sale of wine and beer off premises, a convenience grocery store must have minimum monthly food sales of \$2,000 and inventory (cost) of \$2,000 in the edible items stated above.

### COLISEUMS, STADIA OR SIMILAR FACILITIES

Food concessions located at coliseums, stadia or similar facilities. License authorizes the sale of wine and beer at such facility during the performance of professional sporting exhibitions or events and performances held immediately thereafter.

### DELICATESSEN

An establishment selling a variety of prepared foods or foods requiring little preparation such as cheeses, salads, cooked meats and related condiments. For the sale of wine and beer off premises, a delicatessen must have minimum monthly food sales of \$2,000 and inventory (cost) of \$2,000. For the sale of beer off premises, a delicatessen must have a minimum monthly food sales of \$1,000 and inventory (cost) of \$1,000 in the edible items stated above.

### DRUGSTORE

An establishment selling medicines prepared by a registered pharmacist according to prescription and other medicines and articles of home and general use. For the sale of wine and beer off premises, a drugstore must have minimum monthly sales of \$2,000 and inventory (cost) of \$2,000. For the sale of beer only off premises, a drug store must have a minimum monthly sales of \$1,000 and inventory (cost) of \$1,000.

### GIFT SHOP

A bona fide retail store, which is open to the public on a regular basis predominantly selling gifts, books, souvenirs, speciality items relating to history, original and handmade arts and products, collectibles, crafts and floral arrangements. Such shop shall be a permanent structure where stock is displayed and offered for sale and which has facilities to properly secure any stock of wine and beer. Such shop must have been in operation for no less than twelve (12) months next preceding the filing of the application and may be located (i) on the premises or grounds of a government registered national, state or local historic building or site or (ii) within the premises of a museum. Gift shop licenses, shall authorize the licensee to sell wine and beer unchilled, only within the interior premises of the gift shop in closed containers for off-premises consumption and to deliver or ship the wine and beer to purchasers. In no event shall the sale of wine and beer exceed twenty-five (25) percent of the total annual gross sales at the gift shop.

### GOURMET SHOP

An establishment provided with adequate inventory, shelving and storage facilities, where in consideration of payment, substantial amounts of domestic and imported wines and beers and related products such as cheeses and gourmet foods are habitually furnished to persons. For the sale of wine and beer off premises, a gourmet shop must have minimum monthly sales of \$2,000 of cheeses and gourmet foods and inventory (cost) of \$2,000 in the edible items stated above.

## DEFINITIONS AND QUALIFICATIONS

General definitions and qualifications used in connections with licensing common types of businesses

### GOURMET BREWING SHOP

An establishment which sells to persons to whom beer may lawfully be sold; ingredients for brewing beer, including packaging, and rents to such persons facilities for manufacturing, fermenting and bottling such beer. The privileges of a Gourmet Brewing Shop license do not allow for the sale nor the consumption of alcoholic beverages.

### GROCERY STORE

An establishment selling edible items intended for human consumption, consisting of a variety of food products, including liquids, from each of the following groups: dairy, meat, grain, vegetables and fruit. For the sale of wine and beer off premises, a grocery store must have minimum monthly food sales of \$2,000 and food inventory (cost) of \$2,000. For the sale of beer off premises, a grocery store must have a minimum monthly food sales of \$1,000 and food inventory (cost) of \$1,000. Inventory must consist of the edible items stated above.

### HOTEL

**Wine and Beer License:** A duly licensed establishment providing special space and accommodation where, in consideration of payment, food and lodging are habitually furnished to persons and which has four (4) or more bedrooms. For the sale of wine and beer on or on and off premises, a hotel must have minimum monthly food sales of \$2,000 of which \$1,000 must be in the form of meals with entrees.

**Mixed Beverage License:** A restaurant located on the premises of a hotel or motel with not less than four (4) permanent bedrooms where food and beverage service is customarily provided by the restaurant in designated areas, bedrooms and other private rooms of such hotel or motel. For the sale of mixed beverages, a hotel's monthly sales of food prepared on the premises shall not be less than \$4,000, of which at least \$2,000 shall be in the form of meals with entrees.

**Resort Complex:** A hotel facility having a minimum of 250 private guest rooms contained on not less than 100 acres and having year-round sports and recreational facilities located contiguously on the same property.

### PERFORMING ARTS FACILITY

A non-profit corporation or association (i) operating a performing arts facility or (ii) chartered by Congress for the preservation of sites, buildings and objects significant in American history and culture. The operation of a performing arts facility shall be upon the premises owned by such licensee or occupied under a bona fide lease, the original term of which was for more than one year's duration.

### RESTAURANT

**Wine and Beer Licenses:** An establishment provided with special space and accommodations regularly selling meals or other foods that are prepared and consumed on the premises. For the sale of wine and beer on and on and off premises, a restaurant must have minimum monthly food sales of \$2,000 of which \$1,000 must be in the form of meals with entrees. For the sale of beer on and on and off premises, a restaurant must have monthly food sales of \$2,000.

**Mixed Beverage License:** An established place of business (i) where meals with substantial entrees are regularly sold, and (ii) which has adequate facilities and sufficient employees for cooking, preparing and serving such meals for consumption at tables in dining areas on the premises and includes establishments specializing in full course meals with a single substantial entree. For the sale of mixed beverages, a restaurant's monthly sales of food prepared on the premises shall not be less than \$4,000, of which at least \$2,000 shall be in the form of meals with entrees.

### TAX EXEMPT PRIVATE CLUB

A private, nonprofit corporation or association which is the owner, lessee or occupant of an establishment operated solely for a national, social, patriotic, political, athletic or other like purpose, but not for pecuniary gain, the advantages of which belong to all the members. Any such corporation or association which has been declared exempt from federal and state income taxes as one which is not organized and operated for pecuniary gain or profit shall be deemed a nonprofit corporation or association.

## FEDERAL SPECIAL OCCUPATIONAL TAX

This tax is administrated by the United States Department of Treasury, Bureau of Alcohol, Tobacco and Firearms (BATF). It is an annual federal tax for which the Virginia Department of Alcoholic Beverage Control has no jurisdiction. You will need to contact BATF for payment of this tax.

If you have any questions about the Federal Special Occupational Tax, contact the BATF Office nearest you.

Norfolk (804) 441-3190  
Richmond (804) 560-0157  
Roanoke (540) 857-2304  
Falls Church (703) 285-2544

Retail Wine, Beer and Mixed Beverage Licensees . . . . .	\$250
Wholesale Wine and Beer Distributors . . . . .	\$500
Breweries . . . . .	\$1,000 or \$500*
Distilled Spirits Plants . . . . .	\$1,000 or \$500*
Farm Wineries and Wineries . . . . .	\$1,000 or \$500*

\*The \$500 rate is for businesses with gross sales less than \$500,000.

## LICENSE TYPES AND COSTS

TYPE OF LICENSE	TYPE OF BUSINESS	TAX
Beer On Premises	Hotels, restaurants, tax exempt private clubs, food concessions at coliseums and stadia, boats-per-boat, trains-per-car, resort complexes	\$145.00
Beer Off Premises*	Grocery Stores, delicatessens, drugstores, marina stores	\$120.00
Beer On and Off Premises*	Hotels, restaurants, tax exempt private clubs, grocery stores**	\$300.00
Wine and Beer On Premises	Hotels, hotels - limited service, restaurants, tax exempt private clubs, food concessions at coliseums and stadia, boats-per-boat, trains-per-car, resort complexes	\$300.00
	Airplanes	\$750.00
	Hospitals	\$145.00
	Day Spa	\$100.00
Wine and Beer Off Premises*	Grocery stores, convenience grocery stores, delicatessens, drugstores, gift shops, gourmet shops	\$230.00
Wine and Beer On and Off Premises*	Hotels, restaurants, tax exempt private clubs, grocery stores**	\$600.00
Beer Shipper	(Brewery, off premises retail business)	\$65.00
Wine Shipper	(Winery, farm winery, off premises retail business)	\$65.00
Mixed Beverage (On Premises)	Hotels, restaurants, resort complexes:	
	Seating capacity 1 to 100 persons	\$560.00
	Seating capacity 101 to 150 persons	\$975.00
	Seating capacity 151 persons or more	\$1,430.00
Mixed Beverage Tax Exempt Private Club	Tax exempt private club:	
	Not more than 200 members	\$750.00
	201 to 500 members	\$1,860.00
	501 members or more	\$2,765.00
Mixed Beverage Carrier	Airplanes	\$1,475.00
	Boats-per boat	\$560.00
	Trains-per car	\$190.00
Mixed Beverage Caterer	Caterers (wine, beer & mixed beverage)	\$1,860.00
Annual Mixed Beverage Special Event	Performing arts facility	\$560.00
Bed and Breakfast	Wine, beer or mixed beverage to overnight lodgers for on premises consumption	\$35.00
Banquet Facility	Volunteer fire departments, volunteer rescue squads (no sales)	\$190.00
Gourmet Brewing Shop	Rented facilities for manufacturing, fermenting and bottling beer	\$230.00

**NOTE: There is a non-refundable \$65.00 application fee for EACH license.**

\*\* Only in a rural area, must be substantial public demand for public convenience.

\* To sell kegs off-premises, include an additional \$65.00 to tax due.

On Premises consumption allows for the sale and consumption of alcoholic beverages on the premises of the licensed establishment.

Off Premises consumption allows for the sale of alcoholic beverages to be taken off of the licensed premises.



### APPLICATION FOR LICENSE

Please type or print legibly with black ink. Each type of license applied for requires a separate application. (Exception: When applying for a wine, beer and mixed beverage restaurant or club license, these two applications can be combined on one application.)

#### OWNERSHIP INFORMATION

- Sole proprietor Partnership Limited liability company (LLC) Corporation Association Tax-exempt private club

Full name of applicant(s): If sole proprietor, enter first, middle and last names. If partnership, enter partnership name. If LLC, corporation, association or tax-exempt private club, enter name as recorded with State Corporation Commission.

Address of applicant:

City / town: State: Zip + 4:

Phone number(s):

Day: Alt: Fax:

E-mail address:

#### ESTABLISHMENT INFORMATION

Trade name:

Exact location (physical address) where business will trade: Street address:

City / town: State: Zip + 4:

County:

Phone number(s):

Day: Alt: Fax:

E-mail address:

Type of license(s) applied for:

See page 4 for license types and appropriate fees. For each license type applied, a \$65 nonrefundable application fee is required to be submitted with the application. All appropriate license fees must be paid before a license can be issued.

#### ESTABLISHMENT MAILING ADDRESS

Address:

City / town: State: Zip + 4:

Mail general correspondence to [choose only one]: Owner address Establishment address Mailing address

Mail annual bills to [choose only one]: Owner address Establishment address Mailing address

#### OFFICIAL USE ONLY

Table with 3 columns: Administrative fields (Date received, Postmark date, Application fee, License fee, CBC fee, Total, Receipt no., Referred to, Date referred, Region, Territory no.), License types (Restaurant, Hotel, Caterer, Club, Boat, Delicatessen, Grocery, Conv. grocery, Drugstore, Gift shop, Gourmet shop, Marina, Bed & breakfast, Brewery, Wholesaler, Importer, Winery, Distillery, Other), and Approval/Status (Approval: Yes/No, Hearing: Yes/No, Withdrawn: Yes/No, Refund due: Yes/No \$, Type license, License no., Taxable seats, ABC store no., Date, SAC).



VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
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APPLICATION FOR LICENSE

BUSINESS/ORGANIZATION

Virginia sales tax number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Call (804) 367-8037 for information on how to obtain number
Provide a copy of the sales tax certificate.

Federal Employer Identification Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Call (215) 574-2400 and request form SS-4 to obtain FEIN number

Source of Funds \_\_\_\_\_
Where applicant obtained funds to open business. (Example: inherited, profits from other business, loan from bank, etc.)

Does applicant currently hold an ABC license in the Commonwealth of Virginia? Yes [ ] No [ ]

Does applicant currently hold an ABC license at this location? Yes [ ] No [ ]

If yes, enter ABC license number and trade name: [ ] [ ] [ ] [ ] [ ] [ ] [ ] \_\_\_\_\_

- Type of business: [ ] Restaurant [ ] Hotel [ ] Caterer [ ] Private Tax Exempt Club [ ] Boat
[ ] Delicatessen [ ] Grocery [ ] Drugstore [ ] Convenience Grocery [ ] Gift Shop
[ ] Gourmet Shop [ ] Marina [ ] Brewery [ ] Bed & Breakfast [ ] Wholesaler
[ ] Importer [ ] Winery [ ] Distillery [ ] Other \_\_\_\_\_

Will the applicant operate the business or has a Management or Franchise Agreement been obtained? Operate [ ] Management [ ] Franchise [ ]

If corporation; total number of Common and Preferred Shares of Stock authorized to be issued: Common: \_\_\_\_\_ Preferred: \_\_\_\_\_

If applicant is a corporation, furnish name and address of registered agent: \_\_\_\_\_

BUSINESS PROPERTY

Is this business property owned or leased by the applicant? Owned [ ] Leased [ ]

APPLICATION INVESTIGATION

An ABC special agent will conduct a background investigation, to include a criminal history records search, on each applicant. Have copies of the following information available for your meeting with the agent. If you have any questions about any of the items, discuss them with the agent when he/she calls to schedule the meeting.

- Lease
Records of sales for the past 30 days, if applicable
Articles of Incorporation, if applicable
Percentage of stock ownership by individual(s), if applicable
Management, Franchise or Partnership Agreements, if applicable
Documentation for Source of Funds
Menu, if applicable
Certificate of Incorporation, if applicable
Tax exemption certificate, if applicable

SWORN AFFIDAVIT

State of \_\_\_\_\_ County/City of \_\_\_\_\_
To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Note to Notary:
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 their belief and knowledge.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

My notary commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

Falsification of information may result in refusal of license and the criminal charge of perjury.

**N O T**



***THE APPLICANT SHOWN BELOW IS APPLYING FOR***

Full name(s) of applicants

Trade Name

Exact location where business will trade:

City / town

**VIRGINIA**

County ZIP

# ICE

**VIRGINIA DEPARTMENT OF  
ALCOHOLIC BEVERAGE CONTROL**

2901 Hermitage Road • P.O. Box 27491 • Richmond, VA 23261-7491

\_\_\_\_\_ **LICENSE(S).**

Sole owner, partner, or corporate officer having an interest in the business:

\_\_\_\_\_  
Name Title / nature of interest

\_\_\_\_\_  
Name Title / nature of interest

\_\_\_\_\_  
Name Title / nature of interest

Notice must be posted for 10 consecutive days on the front door where trade is take place.

\_\_\_\_\_  
Date notice posted

\_\_\_\_\_  
Signature / title





## APPLICATION FOR LICENSE

### PERSONAL DATA

Personal data information must be submitted for each **owner** if the applicant is a sole proprietorship; for each **partner** if the applicant is a partnership; for each **member** if the applicant is an association; and for each **corporate officer, director, general manager** and for **shareholders owning 10 percent or more of the corporation's capital stock** if the applicant is a corporation. **Note: If additional copies are necessary, please make copies of page 8.**

Trade name: \_\_\_\_\_

Location where business will trade: Street address: \_\_\_\_\_

City / town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Full name: \_\_\_\_\_

Please include full first, middle and last names (no initials).

Social security number: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] Driver's license number: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ]

Date of birth: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ] Place of birth: \_\_\_\_\_  
Month Day Year

For the purpose of conducting a background check, please indicate your gender:  Male  Female

Are you a U.S. citizen?  Yes  No If no, please provide your immigration number: \_\_\_\_\_

Do you reside in Virginia?  Yes  No If yes, how long? Years: [ ][ ] Months: [ ][ ]

Phone number(s):

Home phone: [ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ][ ] Business phone: [ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ][ ]

E-mail address: \_\_\_\_\_

Current home address: \_\_\_\_\_

Previous home address: \_\_\_\_\_

Complete if you have lived at your current address less than five years.

Your relationship to the business:  Sole proprietor  Partner

If corporation:  Director  General manager  Officer  Title: \_\_\_\_\_  Shareholder (% owned): \_\_\_\_\_

Do you currently have financial interest in any business selling alcoholic beverages?  Yes  No

If yes, provide license number, trade name and location: [ ][ ][ ][ ][ ][ ][ ][ ] \_\_\_\_\_

Have you ever had any type of alcoholic beverage license refused, revoked or suspended?  Yes  No

If yes, trade name, location and date: \_\_\_\_\_

Have you ever been convicted of any crime, including driving while intoxicated or other motor vehicle offenses?  Yes  No

If yes, provide date, location and type of offense (you may use an additional sheet of paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof?  Yes  No

If yes, provide title and location: \_\_\_\_\_

Provide your full employment history for the past five years:

<u>From / to</u>	<u>Employed by</u>	<u>Address</u>	<u>Position</u>

**FALSIFICATION OF INFORMATION MAY RESULT IN REFUSAL OF LICENSE AND THE CRIMINAL CHARGE OF PERJURY.**



# APPLICATION FOR LICENSE

## PERSONAL DATA

Personal data information must be submitted for each **owner** if the applicant is a sole proprietorship; for each **partner** if the applicant is a partnership; for each **member** if the applicant is an association; and for each **corporate officer, director, general manager** and for **shareholders owning 10 percent or more of the corporation's capital stock** if the applicant is a corporation. **Note: If additional copies are necessary, please make copies of page 8.**

Trade name: \_\_\_\_\_

Location where business will trade: Street address: \_\_\_\_\_

City / town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Full name: \_\_\_\_\_

Please include full first, middle and last names (no initials).

Social security number: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] Driver's license number: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ]

Date of birth: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ] Place of birth: \_\_\_\_\_  
Month Day Year

For the purpose of conducting a background check, please indicate your gender:  Male  Female

Are you a U.S. citizen?  Yes  No If no, please provide your immigration number: \_\_\_\_\_

Do you reside in Virginia?  Yes  No If yes, how long? Years: [ ][ ] Months: [ ][ ]

Phone number(s):

Home phone: [ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ][ ] Business phone: [ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ][ ]

E-mail address: \_\_\_\_\_

Current home address: \_\_\_\_\_

Previous home address: \_\_\_\_\_

Complete if you have lived at your current address less than five years.

Your relationship to the business:  Sole proprietor  Partner

If corporation:  Director  General manager  Officer  Title: \_\_\_\_\_  Shareholder (% owned): \_\_\_\_\_

Do you currently have financial interest in any business selling alcoholic beverages?  Yes  No

If yes, provide license number, trade name and location: [ ][ ][ ][ ][ ][ ][ ][ ] \_\_\_\_\_

Have you ever had any type of alcoholic beverage license refused, revoked or suspended?  Yes  No

If yes, trade name, location and date: \_\_\_\_\_

Have you ever been convicted of any crime, including driving while intoxicated or other motor vehicle offenses?  Yes  No

If yes, provide date, location and type of offense (you may use an additional sheet of paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof?  Yes  No

If yes, provide title and location: \_\_\_\_\_

Provide your full employment history for the past five years:

<u>From / to</u>	<u>Employed by</u>	<u>Address</u>	<u>Position</u>

**FALSIFICATION OF INFORMATION MAY RESULT IN REFUSAL OF LICENSE AND THE CRIMINAL CHARGE OF PERJURY.**



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POSTING & PUBLISHING REQUIREMENTS

Before your ABC license can be issued; this form must be completed and submitted to your local ABC office.
NOTE: The following applicants do not need to post or publish their intent to apply: Airplanes, Boats, Trains, Out-of-State Beer and Wine Importers.

Posting & Publishing requirements must not be started until the application and fee(s) have been received by the Department of Alcoholic Beverage Control. Posting the notice and publishing newspaper notices can be accomplished at the same time. The Posting and Publishing Summary must be completed and filed with ABC not later than 20 days after the completion of the 10-day posting of the POSTING NOTICE referenced below.

POSTING NOTICE (notice insert)

The applicant shall post for not less than 10 days, a notice of his/her application with ABC on the front of the building, place or room where he/she proposes to engage in business. Remove the notice from the booklet, complete and post the notice.

PUBLISHING NOTICE

The applicant shall publish the PUBLISHING NOTICE once a week for two consecutive weeks in a newspaper. The newspaper must have general circulation in the county, city or town where the applicant proposes to engage in trade. Complete the PUBLISHING NOTICE (page 10) and deliver to the Classified Department of the newspaper.

IMPORTANT NOTE: Publishing in two consecutive weeks is considered to be publishing the two notices at least 7 days apart. The second notice can be published on the same day in the second week, but no later than Saturday of the second week. The Sworn Affidavit cannot be signed until the posting has been completed and both publishing notices have appeared in the newspaper

POSTING & PUBLISHING SUMMARY

Full Name(s) of applicant(s)
If sole owner - enter first, middle and last names. If partnership - enter partnership name. If LLC, corporation, association or tax exempt club - enter name as recorded with the State Corporation Commission.

Business Name

Phone Number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]

Location where business will trade (physical address):

City County Virginia

Type(s) of license(s) applied for

Date door notice posted [ ] [ ] - [ ] [ ] - [ ] [ ]

Date first notice published [ ] [ ] - [ ] [ ] - [ ] [ ] Name of Newspaper

Date second notice published [ ] [ ] - [ ] [ ] - [ ] [ ] Name of Newspaper

SWORN AFFIDAVIT

State of County/City of
To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.

Signature Title

Note to Notary:
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 their belief and knowledge.

Subscribed and sworn to before me this day of

My notary commission expires Notary Public

Falsification of information may result in refusal of license and the criminal charge of perjury.



VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 Hermitage Road • P O Box 27491 • Richmond VA 23261-7491

**APPLICATION FOR LICENSE**

**PUBLISHING NOTICE**

Please publish the following in the LEGAL NOTICE SECTION of your newspaper.

\_\_\_\_\_  
(Full name(s) of applicants(s))

**trading as**

\_\_\_\_\_  
(Trade Name)

\_\_\_\_\_  
(Exact location where business will trade: Street Address)

\_\_\_\_\_  
(City/Town)

\_\_\_\_\_  
Virginia  
(County) (Zip + 4)

**is applying to the VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

**for a**

\_\_\_\_\_  
(Type(s) of license(s) applied for)

**license to sell or manufacture alcoholic beverages.**

\_\_\_\_\_  
(Name and title of Owner/Partner/Officer authorizing advertisement)

**ABC REGIONAL  
OFFICES**

<b>Abingdon</b> Region 1 – Roanoke	<b>Alexandria</b> Region 4 – Alexandria	<b>Chesapeake</b> Region 8 – Chesapeake	<b>Hampton</b> Region 7 – Hampton
545 W. Main Street P O Box 205 Abingdon VA 24212-0205 Phone#: (276) 676-5502 Fax#: (276) 676-5549	6308 Grovedale Dr. Alexandria, VA 22310-2551 Phone#: (703) 313-4432 Fax#: (703) 313-4444	1103 South Military Hwy. Chesapeake VA 23320 Phone#: (757) 424-6700 Fax#: (757) 424-6744	4907 West Mercury Blvd P O Box 5226 Newport News VA 23605-0226 Phone#: (757) 825-7830 Fax#: (757) 825-7884
Bland County Bristol City Buchanan County Carroll County Dickenson County Galax City Giles County Grayson County Lee County Montgomery County Norton City Pulaski County Radford City Russell County Scott County Smyth County Tazewell County Washington County Wise County Wythe County	Alexandria City Arlington County Fairfax City Fairfax County Falls Church City Loudoun County Manassas City Manassas Park City Prince William County	Accomack County Chesapeake City Norfolk City Northampton County Portsmouth City Virginia Beach City	Franklin City Gloucester County Hampton City Isle of Wight County James City County Mathews County Middlesex County Newport News City Poquoson City Southampton County Sulfolk City Surry County Williamsbury City York County

**ABC REGIONAL  
OFFICES**

<b>Lynchburg</b> Region 2 – Lynchburg	<b>Richmond - North</b> Region 5 Richmond North	<b>Richmond – South</b> Region 6 Richmond South	<b>Roanoke</b> Region 1 – Roanoke	<b>Staunton</b> Region 3 – Staunton/ Charlottesville
20353 Timberlake Rd. Suite A P O Box 10336 Lynchburg VA 24506-0336 Phone#: (434) 582-5136 Fax#: (434) 582-5140	2901 Hermitage Road P O Box 27491 Richmond VA 23261-7491 Phone#: (804) 213-4620 Fax#: (804) 213-4638	2901 Hermitage Road P O Box 27491 Richmond VA 23261-7491 Phone#: (804) 213-4624 Fax#: (804) 213-4638	201 Compton St. Roanoke VA 24012 Phone#: (540) 857-6565 Fax#: (540) 857-6540	460 Commerce Square Staunton VA 24401-4432 Phone#: (540) 332-7800 Fax#: (540) 332-7814
Amherst County Appomattox County Bedford City Bedford County Buckingham County Campbell County Charlotte County Cumberland County Danville City Franklin County Halifax County Henry County Lunenburg County Lynchburg City Martinsville City Mecklenburg County Nelson County Patrick County Pittsylvania County Prince Edward County	Caroline County Essex County Fredericksburg City Goochland County Hanover County Henrico County King & Queen County King George County King William County Lancaster County New Kent County Northumberland County Richmond County Spotsylvania County Stafford County Westmoreland County	Amelia County Brunswick County Charles City County Chesterfield County Colonial Heights City Dinwiddie County Emporia City Greensville County Hopewell City Nottoway County Petersburg City Powhatan County Prince George County Richmond City Sussex County	Alleghany County Botetourt County Covington City Craig County Floyd County Roanoke City Roanoke County Salem City	Albermarle County Augusta County Bath County Buena Vista City Charlottesville City Clarke County Culpepper County Fauquier County Fluvanna County Frederick County Greene County Harrisonburg City Highland County Lexington City Louisa County Madison County Orange County Page County Rappahannock County Rockbridge County Rockingham County Shenandoah County Staunton City Warren County Waynesboro City Winchester City