Return by fax to 919-481-6943

Info needed to begin ABC Permit:

1. Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Business location address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Business (Legal) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. DBA or Trade Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Business Days and Hours of Operation ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Applicant’s home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. How long have you lived in Virginia? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Driver’s license number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Have you ever been convicted of any of the following:

• motor vehicle violation(s) (not including parking tickets)? . . . . . . …….. . . \_ Yes \_ No

• driving while intoxicated? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_ Yes \_ No

• other criminal offense(s)? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_ Yes \_ No

If **Yes** to any of the above, provide:

(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (offense) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (offense) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Immigration number (if not a US Citizen) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) Place of Birth \_\_\_\_\_\_\_\_\_\_\_
3. Gender Male \_\_\_\_ Female\_\_\_\_
4. Type of permit:
   1. \_\_\_\_\_\_On-Premise (Restaurants) or \_\_\_\_\_\_Off-Premise (Stores)
   2. \_\_\_\_Beer \_\_\_\_Wine \_\_\_\_Liquor

VA ABC License Information

VA ABC License Application is 2 parts. Part 1 must be completed and received by the ABC Commission before starting Part 2

**Part 1**

Complete pages 3-8 of Application (Business and Personal Data Sheets)

* Pay fees
  + $65 Application fee
  + $15 Criminal Background
  + $400 Triangle Accounting Service Fee
* Submit required Documents
  + -Menu
  + -Signed copy of the lease/deed and all amendments (Must be in owner’s name)
  + -Official Driving Record from DMV
  + -Copy of picture id (driver’s license or passport, or official id )
  + -Copy of Federal EIN certificate
  + -Copy of State tax certificate (front and back)

A special agent will be assigned to investigate your application.

**Part 2**

* Post notice on door of business
* Publish a newspaper notice
* Complete and mail part 2 of Application with proof of publishing from the newspaper company
* Assist special agent as needed
* Pay License Fee ($300-Beer and Wine on Premises\_Restaurant)