



INSTRUCTIONS FOR RETAIL LICENSE APPLICATION

INSTRUCTIONS

PART 1 OF THE APPLICATION

- Mail or deliver the following to the Richmond ABC office (address located at the top of each page of the application). Applications can be accepted at regional offices; however, delays in administrative processing may result from this method of submission as regional offices must forward all applications to Richmond.
 1. Part 1 (pgs. 3–8) of the application.
 2. **Nonrefundable** application fee(s) of \$65 per application. Each type of license applied for requires a separate application form. *(Exception: You may combine your request for a wine and beer license and a mixed beverage license in one application form, but you will still be charged two application fees equaling \$130.)*
 3. Fee for criminal background check(s). *To calculate fee:* multiply the number of persons who must submit a “Personal Data Sheet” x \$15. *(Exceptions: Out-of-bond permit, museum and shipper licenses do not require background checks. Applicants who reside outside the Commonwealth of Virginia do not need to pay the fee for criminal background checks.)*
 4. Review the lists of required documents (pg. 7); submit any available documents from these lists along with Part 1 of the application.

PART 2 OF THE APPLICATION

1. **Note: Verify that Virginia ABC has received Part 1 of your application and your application fee(s) before proceeding to Part 2.**
2. Post notice on proposed place of business (see pgs. 9 and 10).
3. Publish newspaper notice (pgs. 9 and 11).

NOTICE

• **An ABC license cannot be issued until:**

1. Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process.**
2. A special agent has completed his/her investigation. The special agent will begin investigation only after submission of all required documents.
3. All fees have been paid.
4. Any local government or citizen objections have been resolved. Code of Virginia compels Virginia ABC to afford citizens of the Commonwealth 30 days, from the date of first newspaper publication, in which to lodge a valid objection to the issuance of an ABC license.
5. The establishment is in operation or ready to open.

RETAIL LICENSE FEES

Type of License	Type of Establishment	Fee
Beer On Premises	Restaurant, hotel, tax-exempt private club, food concessions at coliseum and stadium, resort complex	\$ 145.00
Beer Off Premises*	Grocery store, delicatessen, drugstore, marina store	\$ 120.00
Beer Off Premises and Keg*	Grocery store, delicatessen, drugstore, marina store	\$ 185.00
Beer On and Off Premises*	Restaurant, hotel, tax-exempt private club, grocery store	\$ 300.00
Beer On and Off Premises and Keg*	Restaurant, hotel, tax-exempt private club, grocery store	\$ 365.00
Wine and Beer On Premises	Restaurant, hotel, hotel-limited service, tax-exempt private club, food concessions at coliseum and stadium, resort complex	\$ 300.00
	Hospitals	\$ 145.00
Day Spa (Wine & Beer On)	Commercial establishment offering both massage therapy and cosmetology services	\$ 100.00
Meal Assembly Kitchen (Wine & Beer On)	Commercial establishment offering ingredients for the preparation of meals	\$ 100.00
Wine and Beer Off Premises*	Grocery store, convenience grocery store, delicatessen, drugstore, gift shop, gourmet shop	\$ 230.00
Wine and Beer Off Premises and Keg*	Grocery store, convenience grocery store, delicatessen, drugstore, gift shop, gourmet shop	\$ 295.00

NOTES: If you do not find your establishment type listed here, you may call 804-213-4577. *(continued)*

* A Delivery Permit (in state) may be added to the license types noted above at no additional cost. Such permittees shall report on a monthly basis names and addresses of purchasers to whom wine and beer is delivered. If no deliveries occur in one month, no report is due; however, every permittee must submit an annual report even if no deliveries occur. Contact your agent for more detailed information.



INSTRUCTIONS FOR RETAIL LICENSE APPLICATION

RETAIL LICENSE FEES (continued)

Type of License	Type of Establishment	Fee
Wine & Beer On & Off Premises*	Restaurant, hotel, tax-exempt private club, grocery store	\$ 600.00
Wine & Beer On & Off Premises and Keg*	Restaurant, hotel, tax-exempt private club, grocery store	\$ 665.00
Mixed Beverage On Premises	<i>Restaurant, Hotel, Resort Complex</i>	
Wine and beer on-premises privileges are required to apply for Mixed Beverage On-Premises. Both privileges may be applied for simultaneously.	Seating capacity: 1 to 100 persons	\$ 560.00
	Seating capacity: 101 to 150 persons	\$ 975.00
	Seating capacity: 151 or more persons	\$ 1,430.00
	<i>Tax-Exempt Private Club</i>	
	Not more than 200 members	\$ 750.00
	201 to 500 members	\$ 1,860.00
	501 or more members	\$ 2,765.00
	<i>Restaurant on Government Property</i>	\$ 500.00
Limited Mixed Beverage On Premises	<i>Limited Mixed Beverage Restaurant</i>	
Wine and beer on-premises privileges are not required to apply for Limited Mixed Beverage On-Premises but may be applied for if desired.	<i>(Note: Allows use of dessert wines and no more than six varieties of liqueurs)</i>	
	Seating capacity: 1 to 100 persons	\$ 460.00
	Seating capacity: 101 to 150 persons	\$ 875.00
	Seating capacity: 151 or more persons	\$ 1,330.00
Mixed Beverage Caterer	Caterer (includes wine, beer and mixed beverage)	\$ 1,860.00
Mixed Beverage Caterer Limited	Caterer (includes wine, beer and mixed beverage)—limited to 12 events per year	\$ 500.00
Annual Mixed Beverage Special Event	Performing arts facility	\$ 560.00
Bed & Breakfast	Wine, beer or mixed beverage to overnight lodgers for on-premises consumption	\$ 35.00
Banquet Facility	Volunteer fire department, volunteer rescue squad (no sales)	\$ 190.00
Carrier: Beer On	Boat (per boat), train (per car)	\$ 145.00
Carrier: Wine & Beer On	Airplane	\$ 750.00
	Boat (per boat), train (per car)	\$ 300.00
Carrier: Mixed Beverage	Airplane	\$ 1,475.00
	Boat (per boat)	\$ 560.00
	Train (per car)	\$ 190.00
Beer Importer	Importer	\$ 370.00
Wine Importer	Importer	\$ 370.00
Beer Shipper	Brewery, off-premises retail business	\$ 95.00
Wine Shipper	Winery, farm winery, off-premises retail business	\$ 95.00
Wine & Beer Shipper	Winery, farm winery, brewery, off-premises retail business	\$ 95.00
Internet Wine Retailer	Occupies commercial space, but not a retail store; orders via Internet/telephone	\$ 150.00
Fulfillment Warehouse	Receives/stores/packs/ships wine/beer orders for holders of shipper's licenses	\$ 120.00
Marketing Portal	Agricultural cooperative associations solicit/receive wine/beer orders via Internet	\$ 150.00
Delivery Permit (Out of State)	Brewery, winery, farm winery, off-premises retail business	\$ 120.00
Gourmet Brewing Shop	Rented facility for manufacturing, fermenting and bottling beer	\$ 230.00
Gourmet Oyster House (Wine & Beer On & Off)	Commercial marina permitted to serve oysters/fresh seafood on premises	\$ 230.00

NOTES: If you do not find your establishment type listed here, you may call 804-213-4577.

* A Delivery Permit (in state) may be added to the license types noted above at no additional cost. Such permittees shall report on a monthly basis names and addresses of purchasers to whom wine and beer is delivered. If no deliveries occur in one month, no report is due; however, every permittee must submit an annual report even if no deliveries occur. Contact your agent for more detailed information.



Trade name (for office use only): _____
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OFFICIAL USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____

Failure to disclose ownership interest in your business or falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.

RETAIL LICENSE APPLICATION—PART 1

Please refer to instructions, which are provided separately. Answer each question. If a question does not apply to your business, mark "N/A" (not applicable). Type or print using black ink. (Note: Electronic version can be filled in and printed, but not saved for future use.)

PRIVACY STATEMENT

- Pursuant to Chapter 38 of Title 2.2 of the Code of Virginia, it is the policy of the Commonwealth of Virginia that personal/tax information about citizens/applicants and/or their businesses will be collected only to the extent necessary to provide the service/benefit desired; that only appropriate information will be collected; and that the citizen/applicant shall understand the reason the information is collected and be able to examine his/her personal/business record maintained by Virginia ABC.
- Social security numbers, dates of birth, and federal and state tax identification numbers are collected for identification purposes.
- Virginia ABC considers all personal/tax information collected as confidential information and does not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

OWNERSHIP TYPE

1. Indicate the ownership type for your business (*check only one*):

- Sole proprietor.** An unincorporated business that is **owned and operated by one person**. This person receives all the profits and is personally liable for all the losses. (Does **not** have to register with the Virginia State Corporation Commission.)
- General partnership.** A relationship existing between two or more persons who join together to carry on a trade or business. Each partner contributes money, property, labor and/or skills, and agrees to share in the profits or losses of the business. (Registering with the Virginia State Corporation Commission is optional.)
- Limited partnership (LP).** Created to obtain additional funds. Limited partners' liability is limited to the extent of their investment. (Must register with the Virginia State Corporation Commission.)
- Limited liability partnership (LLP).** A status granted to a general partnership or limited partnership that has registered as a limited liability partnership in its home state. (Must register with the Virginia State Corporation Commission.)
- Limited liability company (LLC).** An unincorporated association usually having one or more members. It is a separate legal entity that limits the personal liability of all its owners. (Must register with the Virginia State Corporation Commission.)
- Corporation.** An entity with a legal existence apart from its owners. Corporations are classified as "stock" or "non-stock" and "domestic" or "foreign." It consists of a group of people authorized to perform certain professional services in the corporate form. (Must register with the Virginia State Corporation Commission.)
- Association.** A group of individuals or companies in a specific business or industry organized to promote common interests. (Does **not** have to register with the Virginia State Corporation Commission.)
- Tax-exempt private club.** A nonprofit organization approved by the IRS and operated solely for a national, social, patriotic, political, athletic or similar purpose. (Does **not** have to register with the Virginia State Corporation Commission.)



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 1

OWNER INFORMATION

2. Does owner currently hold an ABC license at this location? Yes No If **Yes**, provide license number: _____
3. Owner's name: _____
 If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission. If **association** or **tax-exempt private club**, enter name. Only if a **sole proprietor**, enter first, middle and last name.
4. Owner's address: (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____
5. Day phone: (_____) _____ 6. Alternate phone: (_____) _____
7. Fax: (_____) _____ 8. Email: _____
9. Type of license(s) applied for: _____
 License type(s) must be filled in before your application will be accepted. (See "Retail License Fees" on pgs. 1–2 for license types.)

GENERAL BUSINESS INFORMATION

10. Trade name of business: _____
11. Physical address where business will trade: (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____ (county, if applicable) _____
12. Day phone: (_____) _____ 13. Alternate phone: (_____) _____
14. Fax: (_____) _____ 15. Email: _____
16. Type of business (*check only one*):
- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Banquet facility | <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Grocery | <input type="checkbox"/> Resort complex |
| <input type="checkbox"/> Bed and breakfast | <input type="checkbox"/> Delivery permit (out-of-state) | <input type="checkbox"/> Hotel | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Brewery | <input type="checkbox"/> Distillery | <input type="checkbox"/> Hotel–Limited service | <input type="checkbox"/> Shipper |
| <input type="checkbox"/> Carrier (airplane, boat, train) | <input type="checkbox"/> Drug store | <input type="checkbox"/> Importer | <input type="checkbox"/> Tax-exempt private club |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Food concessions (coliseum, stadium) | <input type="checkbox"/> Internet wine retailer | <input type="checkbox"/> Wholesaler |
| <input type="checkbox"/> Continuing care community | <input type="checkbox"/> Gift shop | <input type="checkbox"/> Marina | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Convenience store | <input type="checkbox"/> Gourmet brewing shop | <input type="checkbox"/> Meal assembly kitchen | |
| <input type="checkbox"/> Day spa | <input type="checkbox"/> Gourmet shop | <input type="checkbox"/> Out-of-bond permit | |
| <input type="checkbox"/> Other: _____ | | | |
17. Who will operate the business? (*check only one*) Owner Management company Franchisee
18. Is this business property owned or leased? Owned Leased

MAILING PREFERENCES

19. Send **all** other mail and **license** to (*check only one*): Owner address Business address Alternate address (provide below)
 Alternate address (if needed): (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____
20. Send annual renewal bills to (*check only one*): Owner address Business address Alternate address (provided above)



RETAIL LICENSE APPLICATION—PART 1

PERSONAL DATA

Enter primary or first individual's personal data below. If more than one individual must provide personal data, duplicate this sheet and complete a separate Personal Data Sheet for each individual. Who must provide personal data? Owner if SOLE PROPRIETOR. Each partner if GENERAL PARTNERSHIP. Member/managers and all other members with 10 percent or more interest if LP, LLP or LLC. Officers, directors and all stockholders owning 10 percent or more of corporation's stock if CORPORATION. Officers, directors and trustees if ASSOCIATION or TAX-EXEMPT PRIVATE CLUB.

21. Trade name of business: _____
22. Full name: (last) _____ (first) _____ (middle) _____
23. Social security number: _____ 24. Driver's license number: _____
25. Date of birth: (MM/DD/YYYY) _____ 26. Place of birth: _____
27. For the purpose of conducting a background check, please indicate your gender: Male Female
28. Are you a U.S. citizen? Yes No If **No**, provide copy of immigration card.
29. Do you reside in Virginia? Yes No If **Yes**, how long? (years) _____ (months) _____
30. Home phone: (_____) _____ 31. Business phone: (_____) _____
32. Current home address: _____
33. Previous home address: _____
 Complete if you have lived at your current address less than one year.
34. Email: _____
35. What is your relationship to the owner? (Please mark all that apply and provide amount of ownership interest.)
- Sole proprietorship: Self
 - Corporation: Director Officer (title): _____ Shareholder (shares owned): _____
 - LLC, LLP or LP: Member (member interest): _____% Member/manager (member interest): _____%
 - General partnership: Partner (partner interest): _____%
 - Assoc. / tax-exempt private club: Director Officer (title): _____
36. Do you currently have financial interest in any business selling alcoholic beverages? Yes No
 If **Yes**, provide:
 (license number) _____ (trade name) _____ (location) _____
37. Have you ever had any type of alcoholic beverage license refused, revoked or suspended? Yes No
 If **Yes**, provide:
 (trade name) _____ (address) _____ (date) _____
38. 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 the following information (using additional sheets of paper if necessary):
 (date) _____ (location) _____ (offense) _____
 (date) _____ (location) _____ (offense) _____
39. Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof? Yes No
 If **Yes**, provide:
 (title) _____ (location) _____

Failure to disclose ownership interest in your business or falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 1

DETAILED BUSINESS INFORMATION

40. Date which you began or will begin operation of business (MM/DD/YYYY): _____
41. Business hours and days of operation: _____
42. Is any employee paid a percentage of business proceeds? Yes No If **Yes**, please explain: _____
43. **Grocery and Convenience Store / Gourmet Shop / Delicatessen**

Month of _____, 20_____ If less than one month, give the number of days: _____		
Items of business (complete for your establishment type only)	Sales (less sales tax)*	Inventory (wholesale value)*
Bulk edible food/grocery items (grocery and convenience stores only) (edible items used in the preparation of meals)		
Individual packaged items (for grocery and convenience stores only) (snacks, gum, candy, chips, etc.)		
Gourmet items (gourmet shops only)		
Prepared foods (delicatessens only)		
Nonalcoholic beverages (soft drinks, tea, coffee, etc.)		
Total		
*Check here <input type="checkbox"/> if estimated. Estimated figures are accepted from prospective businesses only ; otherwise, actual figures are required.		

44. **Restaurant:**
- a. Number of seats at counter/bar: _____
- b. Number of additional dining rooms: _____
- c. Number of seats in all dining areas (excluding bar): _____
- d. Is there an outside dining area? Yes No If **Yes**, provide the following information:
- Dimensions of outside dining area: _____
 - Number of seats in outside dining area: _____
 - Number of tables in outside dining area: _____
 - Describe physical barrier used to enclose patio: _____
- e. Provide a copy of menu including prices (on-premises privilege only).

Month of _____, 20_____ If less than one month, give the number of days: _____	
Items of business	Sales (less sales tax)*
Entrees (full meals)	
Other prepared food	
Nonalcoholic beverages (soft drinks, tea, coffee, etc.)	
Prepared food sold to go	
Total	
*Check here <input type="checkbox"/> if estimated. Estimated figures are accepted from prospective businesses only ; otherwise, actual figures are required.	

45. **Bed and breakfast / Hotel:** Number of bedrooms for overnight guests: _____



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 1

REQUIRED DOCUMENTS FOR ALL ESTABLISHMENTS

46. Provide official copies of the following required documents. (Note: **All documents must be received for agent's investigation to begin.**)
- Lease or deed**, including all amendments. **Must be signed.** (Note: Must be in the name of the owner: If **general partnership**, partners' names or name of partnership. If **LP, LLP, LLC or corporation**, name as recorded with State Corporation Commission. If **association or tax-exempt private club**, name. Only if a **sole proprietor**, first, middle and last name.)
 Name and address of the landlord: _____
 Telephone number of landlord: (_____) _____
 - Health permit and/or agricultural certificate.**
 - Official **Department of Motor Vehicles (DMV) transcript** for each officer, director and 10-percent-or-more shareholder, member or partner from each individual's state of residence. (Note: If these individuals have not resided in the Commonwealth of Virginia for at least 12 months, an official driving transcript from the previous state of residence must **also** be provided.)
 - Criminal history** from the appropriate law enforcement agency in the previous state of residence for each officer, director and 10-percent-or-more shareholder, member or partner. (Note: **Applicable only to individuals who have not resided in the Commonwealth for at least 12 months or to those applicants that do not reside in the Commonwealth of Virginia.**)
 - Valid identification** issued by federal, state or foreign government agency or entity, provided it contains a photograph, name, signature, date of birth and gender. (Note: ABC may require additional identification documents. Also, if the applicant is not a citizen of the United States, a copy of documentation that permits legal residence must also be provided.)
 - Federal **Employer Identification Number (EIN)** from the IRS (www.irs.gov / 800-829-4933).
 - Virginia sales tax certificate** (front and back) from the Virginia Department of Taxation (https://www.ireg.tax.virginia.gov / 804-367-8037).
 - Franchise/management agreement** (if applicable).
 - Part 2 of this application** ("Posting and Publishing" summary, pp. 9–11).

ADDITIONAL REQUIRED DOCUMENTS

- 47. **Day spa**
 - a. Copy of license(s) for the massage therapist(s); and
 - b. Copy of license(s) for barbering and/or cosmetology services.
 - c. Copy of organizational chart for this company.
- 48. **Corporation**
 - a. Copy of by-laws; and
 - b. Were stock certificates issued? Yes No
If **Yes**, provide copies.
 - c. If **out-of-state corporation**, provide letter of authorization to transact business in Virginia.
 - d. Copy of organizational chart for this company.
- 49. **General partnership**
 - a. Copy of partnership agreement if one exists.
 - b. Copy of organizational chart for this company.
- 50. **Limited partnership (LP)**
 - a. Copy of certificate of limited partnership; and
 - b. Copy of partnership agreement if one exists.
 - c. Copy of organizational chart for this company.
- 51. **Limited liability partnership (LLP)**
 - a. Copy of certificate of limited partnership or statement of partnership authority; and
 - b. Copy of partnership agreement.
 - c. Copy of organizational chart for this company.
- 52. **Limited liability company (LLC)**
 - a. Copy of operating agreement; and
 - b. Copy of management agreement (if applicable).
 - c. Copy of organizational chart for this company.
- 53. **Association / tax-exempt private club**
 - a. Certified copy of charter, articles of association or constitution;
 - b. Copy of by-laws;
 - c. Copy of management agreement (if applicable);
 - d. Personal data sheets (pg. 5) for all officers and directors, showing names, addresses, ages and business employment;
 - e. Average number of members for the preceding 12 months; and
 - f. Financial statement for the latest calendar/fiscal year of the club.
 - g. Copy of organizational chart for this company.



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 1

SWORN AFFIDAVIT—NOTARIZATION REQUIRED

This sworn affidavit *must* be signed in the presence of a notary.

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: _____

Print name: _____

Title: _____

Note to notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information and all attachments are true to the best of their belief and knowledge.

Subscribed and sworn to before me this _____ day of _____ 20_____.

My notary commission expires _____

Notary public: _____

Registration number: _____

Required of Virginia-appointed notaries public.

Notary Seal Here

(Required of
Virginia-appointed
notaries public.)



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 2 (POSTING AND PUBLISHING)

INSTRUCTIONS

- Notice posting and publishing **must not** be started until Virginia ABC has received Part 1 of the application and application fee(s).
- Notice posting and publishing can be done at the same time.
- The sworn affidavit (below) **shall not** be signed until these two requirements have been met:
 - (1) Both newspaper publishings have been completed.
 - (2) Ten complete and consecutive days have passed since the notice was first posted.
- Airplanes, boats, trains, museums, wine and/or beer shippers, annual banquet, annual mixed beverage banquet, out-of state beer or wine importers and out-of-state delivery permittees **do not** need to publish or post their intent to apply for a license (VA Code §4.1-230.B).
- **Posting Notice:** The owner shall fill out the notice (pg. 10) stating that he/she has applied for an ABC license and post the notice for *10 complete and consecutive days* on the front of the building, room or place where he/she proposes to conduct business.
- **Newspaper Publishing Notice:** The owner shall publish notice (pg. 11) in English at least two times in a newspaper having general circulation in the county, city or town where the owner proposes to conduct business. The two publishings must occur in consecutive weeks. The second publishing must occur at least seven days after the first publishing, but not later than Saturday of the second week. *Hint: The easiest way to meet this requirement is to publish on the same day in both weeks (e.g., on two consecutive Mondays).*

POSTING AND PUBLISHING SUMMARY

1. Owner's name: _____
 If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC or corporation**, enter name as recorded with the State Corporation Commission. If **association or tax-exempt private club**, enter name. Only if a **sole proprietor**, enter first, middle and last name.
2. Trade name of business: _____
3. Type(s) of license(s) applied for: _____
4. Location where business will trade: (street) _____
 (city/town) _____ (county) _____ (state) *Virginia*
5. Date notice posted at establishment (MM/DD/YYYY): _____
6. Date first notice published (MM/DD/YYYY): _____ Name of newspaper: _____
7. Date second notice published (MM/DD/YYYY): _____ Name of newspaper: _____

SWORN AFFIDAVIT—NOTARIZATION REQUIRED

This sworn affidavit **must be signed in the presence of a notary.**

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: _____

Print name: _____

Title: _____

Note to notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information and all attachments are true to the best of their belief and knowledge.

Subscribed and sworn to before me this _____ day of _____ 20_____.

My notary commission expires _____

Notary public: _____

Registration number: _____

Required of Virginia-appointed notaries public.

Notary Seal Here
 (Required of Virginia-appointed notaries public.)



NOTICE

The applicant shown below is applying to the Virginia Department of Alcoholic Beverage Control.

TYPE(S) OF LICENSE(S): _____

FULL NAME(S) OF OWNER(S): _____

If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission. If **association** or **tax-exempt private club**, enter name. Only if a **sole proprietor**, enter first, middle and last name.

TRADE NAME: _____

EXACT LOCATION WHERE BUSINESS WILL TRADE: _____

(street address)

(city/town)

Virginia

(county)

(state)

(zip + 4)

PARTNERS / CORPORATE OFFICERS HAVING INTEREST IN THE BUSINESS: _____

(name)

(title / nature of interest)

(name)

(title / nature of interest)

(name)

(title / nature of interest)

DATE OF FIRST NEWSPAPER PUBLISHING: _____

____ / ____ / ____
(date of first newspaper publishing)

(signature/title)

Objections to the issuance of this license must be submitted to ABC no later than 30 days from above date, the publishing date of the first of two required newspaper legal notices.

Objections should be registered within 30 days at www.abc.virginia.gov or 800-552-3200.



RETAIL LICENSE APPLICATION—PART 2 (POSTING AND PUBLISHING)

PUBLISHING NOTICE

Please publish the following item in the **legal notice section** of your newspaper. Please refer to the instructions provided on page 9.

[Full name(s) of owner(s):] _____
 If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission. If **association** or **tax-exempt private club**, enter name. Only if a **sole proprietor**, enter first, middle and last name.

Trading as: _____
 (trade name)

 (exact street address where business will trade)

 (city/town)

_____ Virginia _____
 (county) (state) (zip + 4)

The above establishment is applying to the VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC)
for a _____ **license**
 (type[s] of license[s] applied for)

to sell or manufacture alcoholic beverages.

 (name and title of owner/partner/officer authorizing advertisement)

NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-3200.