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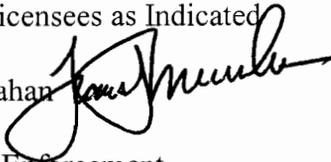
Department of Alcoholic Beverage Control

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CHIEF OPERATING OFFICER/SECRETARY TO THE BOARD
W. CURTIS COLEBURN, III

CIRCULAR LETTER 07-05

TO: Off Premises Licensees as Indicated

FROM: Francis J. Monahan 
Director
Bureau of Law Enforcement

SUBJECT: **IN-STATE DELIVERY PERMIT**

DATE: July 1, 2007

Effective July 1, 2007, retail licensees holding the following privilege types may apply to the Board *at no cost* to add a delivery permit privilege to their existing license(s).

Beer Off Premises	Wine and Beer Off Premises
Beer Off and Keg Permit	Wine and Beer Off Premises and Keg
Beer On and Off Premises	Wine and Beer On and Off Premises
Beer On and Off Premises and Keg Permit	Wine and Beer On and Off Premises and Keg Permit

For *off-premises retailers*, who are not breweries, wineries, or farm wineries, the permit authorizes the delivery of any brands of beer, wine, and/or farm wine, which the licensee is authorized to sell, in closed containers to consumers within the Commonwealth for personal consumption. Deliveries must be performed by the owner or any agent, officer, director, shareholder or employee of the delivery permittee and are limited to no more than four cases at any one time; however, the permittee may deliver more than four cases if ABC's Tax Management office is notified in writing at least one business day before the delivery.

Complete an application for each license to which you would like the delivery permit privilege added. After July 1, 2007, the application and additional monthly report filing instructions may be found on our website at www.abc.virginia.gov. Click on Licensee Resources and then Forms & Reports. Make sure to read over Page 2 of the application, "In-State Delivery Permit General Information & Requirements," to understand the responsibilities and requirements of the delivery permit privilege. Only an owner of the business; a partner, if the business is a partnership; a member of a limited liability company; or an officer of a corporation, if the business is a corporation, is authorized to sign the delivery permit application.

Contact your assigned ABC agent, whose regional telephone number appears on the left side of your license, if you need further assistance. ABC's Tax Management section will be handling monthly report collection and may be reached at (804) 213-4555. The License Records Management section will be handling the application(s) to add the permit to your current license and may be reached at (804) 213-4577.