

SURRENDER A LICENSE TUTORIAL



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

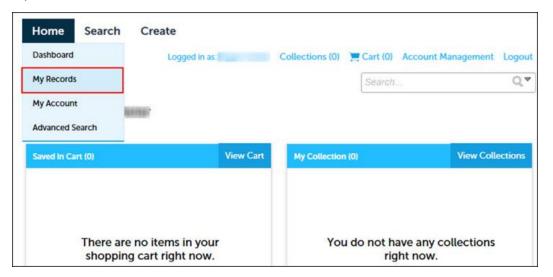
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the <u>Virginia ABC</u> website and can also be accessed by selecting VAL System from the Licensing drop-down 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

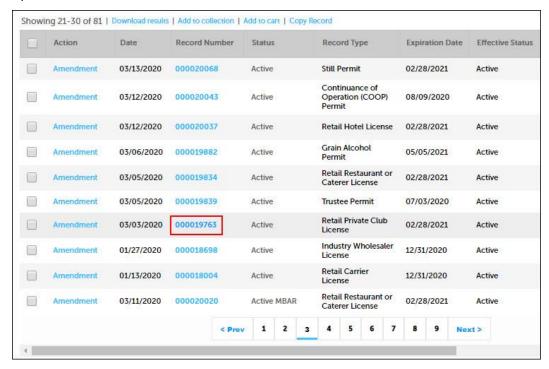
SCREEN HELP

My Records



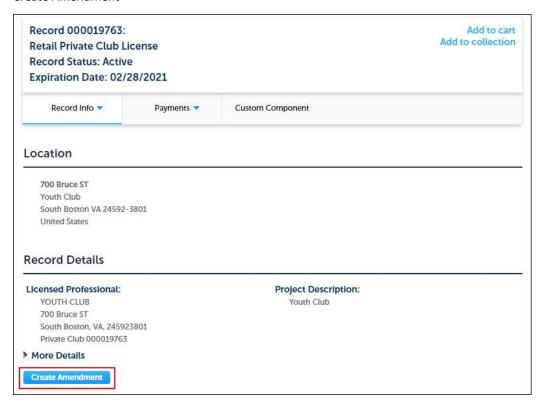
Back to Instructions

Open a Record



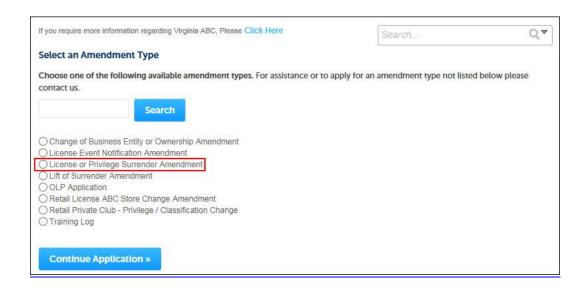
Back to Instructions

Create Amendment



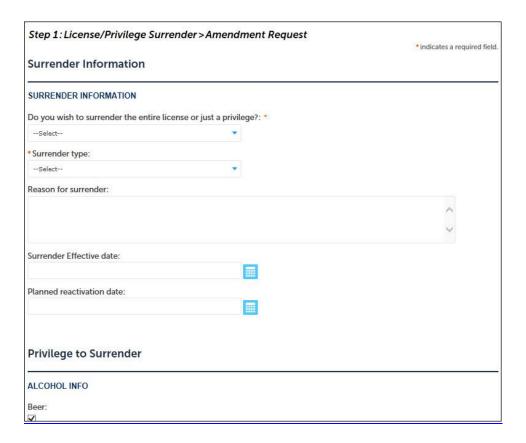
Back to Instructions

License or Privilege Surrender Amendment



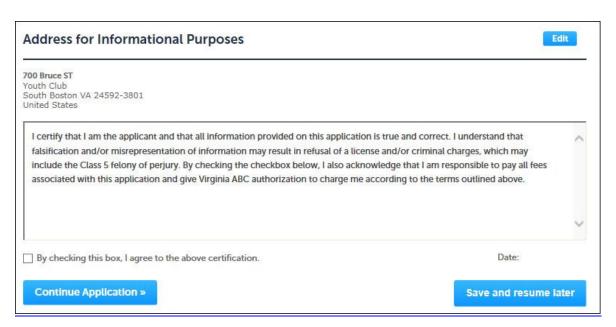
Back to Instructions

License/Privilege Surrender



Back to Instructions

Confirmation



Back to Instructions