

Total paid: \$ (office use only)
Receipt number: (office use only)



Virginia Alcoholic Beverage  
Control Authority

Agent: (office use only)
Record number: (office use only)

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

## SOLICITOR SALESMAN PERMIT APPLICATION

### A. INFORMATION AND QUALIFICATIONS

- A Solicitor Salesman Permit shall be required for:
  - ALL *permittee Applicant's* of**
    - Out-of-State Wine and/or Beer wholesalers**
    - Persons having interest in the manufacture, distribution or sale of distilled spirits**
    - Persons wishing to solicit distilled spirits to mixed beverage licensees**
    - Third party companies representing any of the above**
- Representatives of any winery, brewery, wholesaler or importer licensed by the Virginia Alcoholic Beverage Control Authority Board are **NOT** required to obtain a Solicitor Salesman Permit in order to sell, solicit or promote **WINE OR BEER** to wholesale or retail licenses.
- WINE AND BEER SOLICITORS:**
  - A permit is required to solicit or promote wine or beer to wholesale or retail licensees by a wine or beer solicitor salesman or representative of any out-of-state wholesaler engaged in the sale of wine or beer.** Such permits shall not authorize:
    - the sale of wine or beer by the permittee
    - the direct solicitation or receipt of orders for wine or beer, or
    - the negotiation of any contract or contract terms for the sale of wine or beer unless such sale, receipt or negotiations are conducted in the presence of a licensed Virginia wholesaler or importer or such Virginia wholesaler's or importer's salesman or representative.
- DISTILLED SPIRITS SOLICITORS:**
  - A permit is required for any person, whether licensed by the Virginia Alcoholic Beverage Control Authority Board or not, having interest in the manufacture, distribution or sale of spirits or other alcoholic beverages to solicit and mixed beverage licensee, his agents, employee or any person connected with the licensee in any capacity in his licensed business to sell or offer for sale such spirits or alcoholic beverages.** [§4.1-212 (2), Code]
  - Applicant must be 21 years of age or older.
  - In addition to completing the application, Applicant's for Distilled Spirits Solicitor Salesman Permits must complete the "Addendum-Distilled Spirits Solicitor Salesman Permit."
- All approved permits expire on June 30<sup>th</sup> of each year and require payment of the annual fee in full by that date or the permit will be invalid and surrendered.
- Any checks or money orders submitted for payment must be in the name of the company or applicant identified on page two of the application. Any refunds due from an application will be made to the company identified on page two of the application at the mailing address indicated unless ABC is notified otherwise.
- Falsification and/or misrepresentation of information may result in refusal of permit and/or criminal charges.**

### B. INSTRUCTIONS

- Print legibly in black ink.
- Answer questions completely and accurately.
- If applying for **Distilled Spirits** or **Wine, Beer and Distilled Spirits** permits complete the Addendum.
- Mail the following items to the address below:
  - Completed application*
  - Nonrefundable application fee of \$50*
  - If applicable, completed Addendum-Distilled Spirits Solicitor Salesman Permit*
  - Appropriate fee determined from "Type of Permit" section of application*

Virginia Alcoholic Beverage Control Authority  
License Records Management  
PO Box 3250  
Mechanicsville, VA 23116

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## SOLICITOR SALESMAN PERMIT APPLICATION

### B. INSTRUCTIONS, *continued*

- Once the completed application package and appropriate fees have been received, the package will be reviewed for statutory compliance. If no issues are found the permit will be approved and mailed to the address provided. If any issues are noted, an ABC agents or License Records Management employee will be contact with the applicant.
- Permit processing typically takes approximately 10 business days.
- Upon application approval a Permit Issuance fee is required.
  - Solicitor Salesman Issuance fee of \$350.00*

### C. PRIVACY STATEMENT

- Social security numbers, dates or birth, and federal and state tax identification numbers are collected for identification purposes.
- The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information. ABC does not provide information to any entity except as authorized by Code of Virginia §58.1-2 or 2.2-3700 through 2.2-3714.

### D. BUSINESS LOCATION

- Facility Establishment Name: *(if applicable)* \_\_\_\_\_
- Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_

### E. PERMITEE-INDIVIDUAL

**DIRECTIONS:** Section F is required to be completed with an associated business's name.

- First Name, Last Name: \_\_\_\_\_
- Primary Phone Number: \_\_\_\_\_
- Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_

### F. ASSOCIATED BUSINESS

- Facility Establishment Name/Trade Name: \_\_\_\_\_
- Primary Phone Number: \_\_\_\_\_
- Primary Email: \_\_\_\_\_
- Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_
- Do you have a Virginia State Corporation Commission Entry ID Number?  Yes  No

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## SOLICITOR SALESMAN PERMIT APPLICATION

### G. TYPE OF PERMIT

<input type="checkbox"/> <b>Wine and Beer Solicitor Salesman Permit</b> This permit requires a \$350.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <li><input type="checkbox"/> If applying between July 1<sup>st</sup> and September 30<sup>th</sup> the cost is <b>\$350.00</b></li> <li><input type="checkbox"/> If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is <b>\$262.50</b></li> <li><input type="checkbox"/> If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is <b>\$175.00</b></li> <li><input type="checkbox"/> If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is <b>\$87.50</b></li> </ul>	Fee Amount Submitted \$ _____
<input type="checkbox"/> <b>Distilled Spirits Solicitor Salesman Permit</b> This permit requires a \$350.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <li><input type="checkbox"/> If applying between July 1<sup>st</sup> and September 30<sup>th</sup> the cost is <b>\$350.00</b></li> <li><input type="checkbox"/> If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is <b>\$262.50</b></li> <li><input type="checkbox"/> If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is <b>\$175.00</b></li> <li><input type="checkbox"/> If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is <b>\$87.50</b></li> </ul>	Fee Amount Submitted \$ _____ <input type="checkbox"/> Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)
<input type="checkbox"/> <b>Wine, Beer and Distilled Spirits Solicitor Salesman Permit</b> This permit requires a \$700.00 annual fee that is prorated throughout the year. <ul style="list-style-type: none"> <li><input type="checkbox"/> If applying between July 1<sup>st</sup> and September 30<sup>th</sup> the cost is <b>\$700.00</b></li> <li><input type="checkbox"/> If applying between October 1<sup>st</sup> and December 31<sup>st</sup> the cost is <b>\$525.00</b></li> <li><input type="checkbox"/> If applying between January 1<sup>st</sup> and March 31<sup>st</sup> the cost is <b>\$350.00</b></li> <li><input type="checkbox"/> If applying between April 1<sup>st</sup> and June 30<sup>th</sup> the cost is <b>\$175.00</b></li> </ul>	Fee Amount Submitted \$ _____ <input type="checkbox"/> Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)

### H. APPLICANT'S SIGNATURE

I swear or affirm under penalty of law that the information on this application and all the attachments are true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_



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## PERMIT APPLICATIONS

### REQUIRED DOCUMENTS FOR PERMIT APPLICATIONS

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

**1. Authorized Warehouse:**

- A.  Shipper Contract
- B.  Supporting Documentation

**2. Common Carrier:**

- Documentation of Approval as an Interstate Carrier

**3. Culinary:**

- A.  Recipes

**4. Import Personal Alcohol:**

- A.  Military Orders
- B.  Military ID
- C.  Supporting Documentation

**5. Industrial Alcohol:**

- A.  Supporting Documentation for exempt entities

**6. One-Time Sale:**

- A.  Court Order
- B.  Death Certificate *(if applicable)*
- C.  Inventory

**7. Out of Bond:**

- A.  Articles of Incorporation/Organization or similar
- B.  Diagram of Warehouse
- C.  Lease or Deed
- D.  Memorandum of Understanding *(optional)*
- E.  Federal ID Number (FEIN)
- F.  SCC eFile Report/Virginia SCC Authorization Letter

**8. Grain:**

- A.  Proof of Business *(if applicable)*
- B.  Proof of Good Cause

**9. Out-of-State Delivery:**

- A.  ABC License from State of Issuance
- B.  Articles of Incorporation/Organization or similar
- C.  Background Verification
- D.  Brand List
- E.  SCC eFile Report/Virginia SCC Authorization Letter
- F.  Virginia Sales Tax Certificate
- G.  Federal ID Number (FEIN)

**10. Sacramental Wine:**

- A.  Request letter from officer of congregation

**11. Solicitor Salesman:**

- A.  Brand List *(if applicable)*
- B.  Letter of Authorization of Agreement Addendum for Solicitor Salesman Permit *(if applicable)*

**12. Solicitor Tasting:**

- A.  Completed Agreement Addendum

**13. Still:**

- A.  Drawing of Still Location
- B.  Photograph of Still

**14. Transportation:**

- A.  Federal Motor Safety Information

**15. Trustee:**

- A.  Court Order
- B.  Inventory
- C.  Death certificate *(optional)*

**16. Walking Tour or Sightseeing Carrier:**

- A.  DMV Contract Passenger Carrier Operating Authority Certificate *(if applying for Sightseeing Carrier permit)*

**17. Wine or Licensee Off-Site Storage:**

- A.  Lease or Deed
- B.  TTB Application/Permit