

Total paid: \$ <i>(office use only)</i>
Receipt number: <i>(office use only)</i>



Virginia Alcoholic Beverage
Control Authority

Agent: <i>(office use only)</i>
Record number: <i>(office use only)</i>

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

TRUSTEE PERMIT APPLICATION

A. INSTRUCTIONS

1. Print legibly in black ink.
2. Read thoroughly and complete all applicable sections.
 - *Organization:* Complete Sections B–D, F–G
 - *Individual:* Complete Sections B, E–G
3. If section C is completed then section D must also be completed.
4. Mail the following items to the address below:
 - *Completed application*
 - *All required documents*
 - *Nonrefundable application fee of \$50*
5. Upon application approval a Permit Issuance fee is required.
 - *Trustee Issuance fee of \$50.00*

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

B. BUSINESS LOCATION

1. Facility Establishment Name: *(if applicable)* _____
2. Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

C. PERMITEE-ORGANIZATION

DIRECTIONS: If the organization is applying directly for a license then Section E is required to be completed with an associated individual's contact information.

1. Facility Establishment Name/Trade Name: _____
2. Primary Phone Number: _____
3. Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

D. ASSOCIATED INDIVIDUAL

1. Individual First Name and Last Name: _____
2. Preferred method of contact: Phone Email Postal Mail
3. Primary Phone Number: _____
4. Email Address: _____
5. Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

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E. PERMITEE-INDIVIDUAL

1. First Name, Last Name: _____
2. Primary Phone Number: _____
3. Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

F. AUTHORIZED REPRESENTATIVE

1. Individual First, Last Name: _____
2. Primary Phone Number: _____
3. Address: *(street)* _____
(city/town) _____ *(state)* _____ *(zip + 4)* _____

G. 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