



Virginia Alcoholic Beverage
Control Authority

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

INDUSTRY LICENSE APPLICATION

REQUIRED DOCUMENTS FOR ALL INDUSTRY LICENSES

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENT. *All documents must be received for agent's investigation to begin. (excluding importers and out-of-state)*

- Lease or deed, including all amendments (*must be signed*)
- Federal Permit and Completed TTB Application

ADDITIONAL REQUIRED DOCUMENTS FOR CERTAIN INDUSTRY LICENSES

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

1. Brewery and Limited Brewery:

- Diagram of Space to be Licensed
- Equipment List
- Wholesaler Indemnity Bond or Approved Waiver (*\$2500 minimum bond amount*)
- VDACS Notification (*optional*)

2. Distillery and Limited Distillery:

- Diagram of Space to be Licensed
- Equipment List
- VDACS Notification (*optional*)

3. Importer:

- Federal Permit (*only if importing product from outside of the US*)
- Designation and Authorization (*optional*)
- Product and Label Approval (*optional*)
- State Alcoholic Beverage License

4. Shipper:

- Brand Owner Authorization
- Federal Label Approval
- No Wholesaler Letter or Wholesaler Notice
- Brand List
- State Alcoholic Beverage License

5. Wholesaler:

- Diagram of Space to be Licensed
- Wholesaler Indemnity Bond or Approved Waiver (*\$2500 minimum bond amount*)

6. Winery and Farm Winery:

- Diagram of Space to be Licensed
- Equipment List



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REQUIRED DOCUMENTS FOR AN INDIVIDUAL ENTITY

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1. **All Individual Entities:**
 - A. DMV transcript or DMV affidavit
 - B. Valid Photo ID issued by government entity or agency
2. **Individuals who have resided in VA for less than 12 months:**
 - A. Criminal history from previous state of resident
 - B. DMV transcript from previous state of resident
3. **Individuals who have resided in AL, CA, AZ, or another country currently or in the past 12 months:**
 - A. Background Check or Affidavit
4. **Non-US Citizens:**
 - A. Citizenship proof or proof of legal residency

REQUIRED DOCUMENTS FOR A BUSINESS ENTITY

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

1. **All Business Entities: (excluding sole proprietorship)**
 - A. List of Officers & Titles/Directors/Members
 - B. Organization Chart
 - C. SCC eFile Report/Virginia SCC Authorization Letter (excluding general partnerships)
 - D. Statement of Registration as Domestic/Foreign for SCC or SCC Charter from State of Issuance or equivalent based on entity type (if applicable)
2. **Primary Business Entity:**
 - A. Copy of FEIN document from IRS
3. **Corporations, Non-Profit Associations, Tax Exempt Organizations:**
 - A. Bylaws
4. **General Partnership, Limited Partnership, Limited Liability Partnership:**
 - A. Partnership Agreement/Statement of Partnership
5. **Optional Documents: (if available)**
 - A. Charter, Articles of Association or Constitution
 - B. IRS Exempt Letter
 - C. Operating Agreement