



West Virginia Alcohol Beverage Control Administration

900 Pennsylvania Avenue, Charleston, West Virginia 25302

(304)356-5500

Instructions for Completing Non-Retail Nonintoxicating Beer License Application

Please read all instructions carefully and answer all questions in full.

Your accuracy and thoroughness in completing the application form will assist us in processing the application in a timely manner.

1. Check all appropriate boxes that apply to your submission
2. Answer all questions thoroughly in addition to completing all sections for the type of license you wish to obtain.
3. Application must be signed and notarized. Please follow the instructions for signature process.
4. If a yes answer applies to questions 9-12, a written explanation must be attached.
5. Fiscal year runs from July 1 to June 30, with the exception of brewery representatives which run from October 1 to September 30. License fees are prorated from January 1 to June 30 for new applications only and do not apply to brewery representative permits.
6. Bonds, required in the following amounts, must be completed, signed and notarized. If an existing bond has been approved by the West Virginia Attorney General's Office, this office will accept a continuation certificate with power of attorney attached for said bond for renewal applications only.

Brewer/Importer Bond:	\$25,000.00
Resident Brewer Bond:	\$5,000.00
Brewer Representative Bond:	\$500.00
Distributor Bond:	\$5,000.00
Brew Pub Bond (Retail):	\$5,000.00

7. When applying as a corporation, association, and/or limited liability company, copies of such documentation must accompany submission.
8. Copy of Certificate of Authority to transact business in West Virginia.
9. Please follow the instructions on the enclosed Malt Beverage Label Approval Policy to ensure approval of labels, franchise agreements, etc. in a timely manner.
10. Brew Pubs are required to submit a floor plan, zoning form, distance form and \$24.00 processing fee for each individual listed on the application for Live Scan Fingerprinting in addition to their application, fee and bond.
11. All license fees must be paid by way of cashier's check, certified check or money order.

Mail completed application, fee, bond and all other requested documents to this office, attn: **Rebecca Bassham**

If you have any questions or need additional assistance, you may contact the office at the number listed above.



Licensing Period _____ to _____

License Number: _____

Acceptable forms of payment for license fee:

- >Certified Check
- >Cashier's Check
- >Money Order

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Non-Retail Nonintoxicating Beer License Application

<input type="checkbox"/> Brewer/Importer License Answer Questions 1-12 Complete Section I License Fee: \$1,500.00	<input type="checkbox"/> Brewer Representative Permit Answer Questions 1-6 & 8-12 Complete Section II License Fee: \$50.00	<input type="checkbox"/> Distributor License Answer Questions 1-12 Complete Section III License Fee: \$1,000.00	Applying As: <input type="checkbox"/> Individual <input type="checkbox"/> Ltd. Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Association
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- | | |
|-----------------------------|------------------------------|
| 1. Licensee (Entity): _____ | 4. Business FEIN: _____ |
| 2. Business Name: _____ | 5. Business Telephone: _____ |
| 3. Mailing Address: _____ | 6. Physical Address: _____ |

City	State	Zip	City	State	Zip
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7. Supply the following information about owners, officers, directors, members and/or managers.

Title	Name	Resident Address	Yrs. WV Residency
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Date of Birth	Social Security Number	Telephone Number	% Ownership	*US Citizen
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Title	Name	Resident Address	Yrs. WV Residency
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Date of Birth	Social Security Number	Telephone Number	% Ownership	*US Citizen
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Title	Name	Resident Address	Yrs. WV Residency
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Date of Birth	Social Security Number	Telephone Number	% Ownership	*US Citizen
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***Use a separate sheet if necessary. **If not a US Citizen, please attach a written explanation of when and where naturalized.**

8. Contact Person: _____ Telephone Number: _____ E-Mail: _____

If questions 9-12 are answered yes, a written statement must be attached to the application for license.

9. Has the applicant or any officer been convicted of:
 A) Felony? _____ B) Violation of Federal or State Alcohol Laws? _____ C) Criminal Offense (misdemeanor) within the last years? _____
10. Has applicant been refused any type of alcohol license or permit in any state? _____
11. Has applicant or any officer had:
 A) A hearing before the WVABCA Commissioner? _____ B) Any type of WVABCA license or permit sanctioned? _____
12. Does the applicant, officers, directors or any blood relative own any of the following used by any retail licensee:
 A) Real estate? _____ B) Buildings? _____ C) Equipment? _____

Section I

Date and State Incorporated: _____

Date qualified to transact business in West Virginia: _____

**Please include copies of corporate charter/articles, and/or organization papers along with copies of certificate of authority filed with the West Virginia Secretary of State Office; This applies to all entitles formed outside this state.*

Section II

Name of Brewer/Importer employed by: _____

Address of employer: _____

Telephone Number (Brewer): _____

Telephone Number (Applicant): _____

E-mail of applicant: _____

Date of current employment: _____

Social Security Number: _____

Date of Birth: _____

Resident (Applicant) Address: _____

Have you ever had a license with any other licensed Brewer/Importer? If yes, name and address of such: _____

Affix Picture Here

Picture not
required for
renewal submissions

Section III

County within West Virginia distributorship located: _____

Date and State your business incorporated or organized: _____

**Please include copies of corporate charter/articles, and/or organization papers along with copies of certificate of authority filed with the West Virginia Secretary of State Office; This applies to all entitles formed outside this state.*

Does applicant hold a valid lease? _____ Expiration date of lease: _____

Property owner name/address: _____

Do the premises conform to all health, fire and zoning regulations? _____

Should the applicant fail to fully carry out and fulfill in every respect the laws of West Virginia, then the Commissioner shall have the right to terminate or revoke this license or permit and declare forfeited the penalty of the bond (if a bond is required for the selected license type). However, it is agreed and understood by and between the parties hereto that before such bond shall be forfeited a hearing shall be held in the Office of the West Virginia Alcohol Beverage Control Commissioner in the City of Charleston, Kanawha County, West Virginia, after ten (10) days written notice to the applicant, setting forth the charge or charges and the time and place of hearing thereon and which said notice shall be served the applicant by registered mail at the address hereinabove set forth.

Instructions for signing application:

1) Partnership/Limited Partnership: Must be signed by all partners; 2) Ltd. Liability Company: Must be signed by member (s); 3) Association: Must be signed by all members; 4) Corporation: Must be signed by an officer in the corporation; 5) Individual: Signature of that individual; 6) *Representatives must sign on their own behalf

Signature(s), Title(s) of applicant(s) thereunto duly authorized

State of: _____ County of: _____

Subscribed and sworn to before me this _____ day of _____, _____.

(Notary Public) _____

My commission expires the _____ day of _____, _____.



West Virginia Alcohol Beverage Control Administration

Brewer's Representative Bond

October 1, _____ to September 30, _____

Bond Number: _____

Known All Men By These Presents:

That I, _____ An Employee Of: _____
(Name of Brewer Representative) (Brewer)

(Address of Representative) (Address of Employer (Brewer))

As principal, and _____, a corporation authorized to do business in the State
(Surety Company)

of West Virginia, as surety, are firmly bound unto the State of West Virginia in the just and full sum of FIVE HUNDRED DOLLARS (\$500.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents. This bond to run concurrent with the Brewer's Representative Permit.

WHEREAS, the condition of the above obligation is such that the above bound principal is about to obtain, in pursuance of the provisions of Chapter 11, Article 16 of the Code of West Virginia, as amended, and the Regulations promulgated by the Commissioner, a Brewer's Representative Permit from the WEST VIRGINIA ALCOHOL BEVERAGE CONTROL COMMISSIONER, authorized representative of brewer or importer authorized to ship and/or sell beer and other malt beverages to West Virginia licensed distributors, as provided by Chapter 11, Article 16, of the Code of West Virginia as amended, and the Regulations promulgated by the WEST VIRGINIA ALCOHOL BEVERAGE CONTROL COMMISSIONER, then this obligation is void; otherwise this obligation shall remain in full force and effect, and I the license of the principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and the full amount, when received by the State, shall be credited to the State's General Revenue Fund.

This bond is executed in pursuance of the provisions of said Chapter 11, Article 16 of the Code of West Virginia, as amended, and pertinent provisions of Article and Regulations promulgated by the WEST VIRGINIA ALOCHOL BEVERAGE CONTROL COMMISSIONER are made a part of this bond.

IN WITNESS WHEREOF, the principal and the surely have caused their corporate names to be signed and affixed by their officials or agents duly authorized, and this bond is dated as of _____ day of _____, _____.

Principal: _____
(Name of Brewer Representative)

By: _____
(Signature of Representative)

Surety: _____
(Name of Surety Company)

By: _____
(Signature and Title)

Embossed Corporate Seal

BREWER'S REPRESENTATIVE BOND

INDIVIDUAL ACKNOWLEDGEMENT (To be completed by principal)

STATE OF: _____

To-Wit:

COUNTY OF: _____

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing hereto annexed, for _____, a _____, bearing date on the _____ day of _____, _____, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said individual.

GIVEN under my had and official seal this _____ day of _____, _____.

(Notary Public)

My commission expires the _____, day of _____, _____.

CORPORATE ACKNOWLEDGEMENT (To be completed by Surety Company)

STATE OF: _____

To-Wit:

COUNTY OF: _____

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing hereto annexed, for _____, a _____, bearing date on the _____ day of _____, _____, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

GIVEN under my had and official seal this _____ day of _____, _____.

(Notary Public)

My commission expires the _____, day of _____, _____.

Approved as to sufficiency of form and manner of execution this _____ day of _____, _____.

By: _____