



**STATE OF WEST VIRGINIA  
DEPARTMENT OF REVENUE  
ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302

The transportation of alcoholic liquors within, into or through the State of West Virginia will be transported in compliance with the West Virginia State Code §60-6-12, and Legislative Rule §175-1-7.1 et seq.

§175-1-7.1.1 "Before any person shall transport, for hire, any alcoholic liquors in quantities in excess of one (1) gallon within, into or through the State of West Virginia, and such alcoholic liquors are to be sold commercially, such person shall give a surety bond, approved by the Attorney General as to form and execution, and by the West Virginia Alcohol Beverage Control Commissioner as to sufficiency, payable to the State of West Virginia in the penalty of one thousand dollars (\$1,000.00) conditioned that such person will exercise the privileges granted by such permit in conformity with the provisions of the Liquor Control Act and the regulations of the Commissioner, or in default thereof forfeit to the state school fund for each breach recoverable by motion upon ten (10) days notice in any court having jurisdiction of the parties. Each person so transporting such alcoholic liquors, in addition to the bond aforesaid, shall pay unto the West Virginia Alcohol Beverage Control Commissioner ten dollars (\$10.00) for the first permit and one (\$1.00) for each duplicate permit so issued. In the case of motor carriers for hire, a permit issued by the Commissioner under seal showing that the required bond has been given and fee paid shall accompany the alcoholic liquors at all times during transportation. In the case of air carriers for hire, a permit issued by the Commissioner under seal showing that the required bond has been given and the fee paid shall be filed in the principal office of such carrier in this State."



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**Alcohol Transportation Permit Application and Bond of Permit Carrier Instructions**

Enclosed you will find an "Alcohol Transportation Permit Application" and the "Bond of Permit Carrier" forms to be completed by (the principal) and your surety company. The permit fee is \$10.00 for the first permit and then a fee of \$1.00 for each additional permit requested. West Virginia state law requires that a separate permit must accompany each vehicle used in the transportation of alcoholic beverages.

The Bond Carrier Permit Forms are executed on a calendar year basis. If you apply midyear, for example September 12, then bond would end December 31.

In executing this bond, please follow the instructions on your application carefully so that it can be processed as quickly as possible. If there are errors on your application, it will be returned to you for the necessary correction. Please note that any corrections need to be done by drawing a line through the incorrect information and initialing the corrections. All corrections must be made by the person executing the bond. Do not use applied correction products such as Liquid Paper, White Out, Dryline, etc.



Acceptable forms of payment  
for permit fees are:

- Cashier's Check
- Certified Check
- Money Order

**West Virginia Alcohol Beverage Control Administration**  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor Charleston, WV 25302  
(304) 356-5500

## Alcohol Transportation Permit Application

1. Business Entity \_\_\_\_\_ 2. Business FEIN \_\_\_\_\_
3. Business DBA Name \_\_\_\_\_ 4. Business Telephone \_\_\_\_\_
5. Business Physical Address \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)
6. Business Mailing Address \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)
7. Check your business type:  Partnership  Limited Partnership  LLC  Corporation  Association
8. Email \_\_\_\_\_
9. Total number of permits needed \_\_\_\_\_ (\$10.00 for first, plus \$1.00 for each additional copy)
10. Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

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, West Virginia, after ten (10) days written notice to the applicant, setting forth the charge and the time and place of hearing thereon said notice shall be served the applicant by registered mail at the address hereinabove set forth.

Instructions for signing:

- If a Partnership/Limited Partnership, all partners
- If an Association, all members
- If a Corporation, president or vice president
- If a Limited Liability Corporation, all members if member managed/manager if manager managed

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_, to wit:

In support of the foregoing application, the undersigned makes oath that the statements contained herein and all attachments are true to the best of his/her knowledge and belief.

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



Seal of Notary

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expires

**"BOND OF PERMIT CARRIER" IN THE AMOUNT OF ONE THOUSAND DOLLARS (\$1,000.00) MUST ACCOMPANY APPLICATION, ALONG WITH A CHECK OR MONEY ORRDER FOR THE NUMBER OF PERMITS REQUIRED. THE FEE IS TEN DOLLARS (\$10.00) FOR THE INITIAL PERMIT AND ONE DOLLAR (\$1.00) FOR EACH ADDITIONAL PERMIT.**

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION**  
**BOND OF PERMIT CARRIER**

KNOW ALL MEN BY THESE PRESENTS:

(1)  
That we, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Principal/Carrier) (Address)  
\_\_\_\_\_, and \_\_\_\_\_  
(Name of Surety)

are held and firmly bound unto the STATE OF WEST VIRGINIA, in the just and full sum of ONE THOUSAND DOLLARS, \$1,000.00, so the payment whereof will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and serially, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, WHEREAS, the above bound principal has been granted a permit to transport alcoholic liquors within, into or through the State of West Virginia, in accordance with the regulations of the West Virginia Alcohol Beverage Control Administrator and pursuant to the provisions of the West Virginia Alcohol Beverage Control Act.

NOW, THEREFORE, if the above bound principal shall exercise the privileges granted by said permit in conformity with the provisions of the Alcohol Beverage Control Act aforesaid and the regulations of the said West Virginia Alcohol Beverage Control Administrator adopted pursuant to the provisions of the said Act, then the above obligation shall be void. Otherwise, it shall remain in full force and effect, and the above bound principal shall forfeit to the state school fund the sum of one hundred dollars for each breach of the condition of this bond recoverable by motion upon ten days' notice in any court having jurisdiction of the parties.

(3)  
This bond shall be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_.

IN WITNESS WHEREOF, the above bound \_\_\_\_\_ Principal, has signed and sealed  
(4)  
these presents and the Surety has caused these present to be executed by \_\_\_\_\_,  
(5)  
its duly authorized Attorney-in-Fact, this \_\_\_\_\_ day of \_\_\_\_\_.

(6) \_\_\_\_\_  
(Name of Corporation)

(7) \_\_\_\_\_  
(Signature and Title of Officer – Must be President or Vice President)

(8) \_\_\_\_\_  
(Name of Surety Company)

(9) \_\_\_\_\_  
(Attorney-in-Fact, Type Name Under Signature)

**NOTE: Corporate Seals are mandatory.**  
**Please attach Power of Attorney with Raised Surety Seal.**

**ACKNOWLEDGMENT BY PRINCIPAL**

(10)  
STATE OF \_\_\_\_\_,

COUNTY OF \_\_\_\_\_, To-wit:  
(11)

(12) I, \_\_\_\_\_, a Notary Public of said county, do certify that  
\_\_\_\_\_, who, as \_\_\_\_\_,  
(Title)

(13) signed the writing above bearing date the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for  
(14)

\_\_\_\_\_, a corporation, has this day in my said county,  
before me, acknowledged the said writing to be the act and deed of said corporation.

(15) Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

(16) My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_.

(Notary Seal)

(17) \_\_\_\_\_  
(Notary Public)

**ACKNOWLEDGMENT BY SURETY**

(18)  
STATE OF \_\_\_\_\_,

COUNTY OF \_\_\_\_\_, To-wit:  
(19)

(20) I, \_\_\_\_\_, a Notary Public of said county, do certify that  
\_\_\_\_\_, who, as \_\_\_\_\_,  
(Title)

(21) signed the writing above bearing date the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for  
(22)

\_\_\_\_\_, a corporation, has this day in my said county,  
before me, acknowledged the said writing to be the act and deed of said corporation.

(23) Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

(24) My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_.

(Notary Seal)

(25) \_\_\_\_\_  
(Notary Public)

**NOTE: Authority to execute bond for surety corporation must be attached (Power of Attorney). Notary must affix seal.**

APPROVED as to sufficiency of form and manner of execution, this \_\_\_\_\_ day of \_\_\_\_\_.

By \_\_\_\_\_  
Assistant Attorney General  
State of West Virginia

APPROVED as to sufficiency this \_\_\_\_\_ day of \_\_\_\_\_.

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATOR

By \_\_\_\_\_  
Administrator

**THE SURETY MUST CONTAIN THE FOLLOWING:**

Principal's Name (s)

Surety Corporation Identified

Amount of Bond

Date of Contract Entered Into

Signature of

Individual or Owner

Partnership or Partners

Corporation (President or Vice President) - Seal must be Affixed Thereto

Signature of Surety

- (A) Name of Corporation
- (B) Signature of Attorney-In-Fact
- (C) Seal of Corporation

Acknowledgment by Notary of

- (A) Principal's Signature
- (B) Signature of Representative of Surety (If By an Out of State Notary, the Notary's Seal must be Affixed Thereon)

Power of Attorney

- (A)
  1. Name, City, County and State of Attorney-In-Fact
  2. Date Appointed
  3. Statement and Signature of Officer of Corporation Recognizing the Appointment and Another Officer, Normally Secretary, Attesting to the Statement.

- (B) Acknowledgment by Notary That the Attesting Officer and Recognizing Officer Held Such Position
- (C) Statement of the Instrument Giving Certain Persons Power to Appoint Attorney-In-Fact
- (D) Statement of Officer or Representative Attesting to the Truthfulness of Power of Attorney
  - 1. Signature of Attesting Party
  - 2. Seal of Corporation
  - 3. Date When Attested Must Correspond with the Date When the Contract Was Entered Into

#### **REQUIREMENTS FOR APPROVAL OF PERMIT CARRIER BONDS**

1. Name of Corporation or Individual
2. Name of Surety Company
3. Effective Dates of Bond (From mm/dd/yy to mm/dd/yy)
4. Name of Attorney-in-Fact
5. Date Bond was Signed (Otherwise Called Bearing Date)
6. Name of Corporation or Individual
7. Signature and Title of President or Vice-President of Corporation, or signature of Individual (If Individual is Not President or Vice-President of Corporation, Resolution Must Be Attached to Bond Authorizing Them to Sign)
8. Name of Surety Company
9. Signature of Attorney-in-Fact (Type Name and Attorney-in-Fact Under Signature)

### **ACKNOWLEDGMENT BY PRINCIPAL**

\*\*If Principal is an Individual, Complete Bottom of page 1 of Bond. If Principal is Corporation, Complete Top of Page 2.

10. List State and County in Which Notary is Authorized to sign
11. Type Name of Notary
12. Type Name and Title of Individual Authorized to Sign for Principal
13. Enter Bearing Date. Must be Same as Signature Date (Line 5) on Face of Bond
14. Enter Name of Principal if Corporation
15. Enter Date Notary Signed Acknowledgment. (Must Be Same or Later than Bearing Date)
16. Enter Date Notary's Commission Expires.
17. Have Notary Sign Acknowledgment and Affix Seal

### **ACKNOWLEDGMENT BY SURETY**

18. List State and County in Which Notary is Authorized to Sign
19. Type name of Notary
20. Type Name and Title of Attorney-in-Fact
21. Enter Bearing Date. Must be Same as Signature Date (Line 5) on Face of Bond
22. Enter Name of Surety Company



- 23. Enter Date Notary Signed Acknowledgment
- 24. Enter Date Notary's Commission Expires
- 25. Have Notary Sign Acknowledgment and Affix Seal

\* \* \* \* \*

Raised seals (Surety and Corporate) must be on face of bond. *If corporation has Not adopted a corporate seal, one may be drawn on the bond by writing the name of the company, the word seal, and drawing a circle around them.*

Notary must affix Notary stamp or seal next to his/her name in acknowledgments.

Surety company must be authorized to do business in the State of West Virginia.

A Power of Attorney, with a raised surety seal, appointing Attorney-in-Fact must be attached to the bond. Certificate date on Power of Attorney should be same as bearing date (line 5) of bond.