



STATE OF WEST VIRGINIA DEPARTMENT OF REVENUE  
ALCOHOL BEVERAGE CONTROL ADMINISTRATION  
900 PENNSYLVANIA AVENUE, 4<sup>TH</sup> FLOOR  
CHARLESTON, WV 25302

INSTRUCTIONS FOR COMPLETING APPLICATION FOR RETAIL LICENSE-ON PREMISES PRIVATE  
HOTEL, PRIVATE RESORT HOTEL, PRIVATE GOLF CLUB & PRIVATE GOLF COURSE

Requirements ---- Private Hotel - \$2,150.00, plus \$100.00 operational fee

- Has at least 2,000 members.
- Offers short-term daily-rate accommodations or lodging for members and their guests of at least 30 separate bedrooms.
- Maintains, at any one time, fresh food inventory capable of being prepared in the private hotel's kitchen. Such food inventory does not include microwavable, frozen or canned foods
- Owns or leases, controls, operates and uses 1 acre but fewer than 3 acres, which are all contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for destination hotel and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events. Operates a restaurant and full kitchen with ovens, four-burner ranges, walk-in freezers and other kitchen utensils and apparatus, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 20 hours per week
- Lists the entire property and all adjoining buildings and structures on the private hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors and nonintoxicating beer throughout the licensed premises whether these activities were conducted in a building, structure or outdoors while on the private hotel's licensed premises and as noted on the private hotel's floorplan
- Has an identified person, persons or entity that has right, title and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises
- Utilizes an age verification system approved by the commissioner for persons under the age of 18
- Meets and is subject to all other Private Club requirements.

Requirements ---- Private Resort Hotel - \$7,650.00 - \$22,150.00, plus \$100.00 operational fee

- Has at least 5,000 members.
- Offers short-term daily-rate accommodations or lodging for members and their guests of at least 50 separate bedrooms.
- Operates a restaurant and full kitchen with ovens, six-burner ranges, walk-in freezers and other kitchen utensils and apparatus, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 25 hours per week.
- Maintains at any one time, fresh food capable of being prepared in the private hotel's kitchen. Such food inventory does not include microwavable, frozen or canned foods.
- Owns or leases, controls, operates and uses acreage amounting to 10 or more contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for destination, resort and large contracted for group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events.
- Lists the entire property and all adjoining buildings and structures on the private resort hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building, structure or outdoors while on the private resort hotel's licensed premises and as noted on the private resort hotel's floorplan.
- Has an identified person, persons or entity that has right, title and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirement.

### Requirements — Private Golf Club (18 hole) - \$2,150.00, plus \$100.00 operational fee

- Has at least 100 members.
- Maintains at least one 18-hole golf course with separate and distinct golf playing holes, not re-using 9 golf playing holes to compromise the eighteen golf playing holes, and a clubhouse.
- Operates a restaurant and full kitchen with ovens, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week.
- Owns or leases, controls, operates and uses acreage amounting to 80 contiguous acres of bound or fenced real property which would be listed on the private golf club's floorplan and could be used for golfing events and large contracted group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events. Lists the entire property and all adjoining building and structures on the private golf club's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted, in a building, structure or outdoors while on the private golf club's licensed premises and as noted on the private golf club's floorplan.
- Has an identified person, persons or entity that has right, title and ownership interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

### Requirements — Private Golf Course (9 hole) - \$2,150.00, plus \$100.00 operational fee

- Has at least 50 members.
- Maintains at least one 9-hole golf course with separate and distinct golf playing holes.
- Operates a restaurant and full kitchen with ovens, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week.
- Owns or leases, controls, operates and uses acreage amounting to 30 contiguous acres of bound or fenced real property which would be listed on the private golf course floorplan and could be used for golfing events and large contracted for group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events. Lists the entire property and all adjoining building and structures on the private golf course's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted, in a building, structure or outdoors while on the private golf course's licensed premises and as noted on the private golf course's floorplan.
- Has identified person, persons or entity that has right, title and ownership interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

### Requirements --- Self-pour automated system - \$0 (Must hold a private club type license)

- A private club type may apply to the WVABCA to operate an approved self-pour automated system. All self-pour automated system equipment specifications must be submitted to the WVABCA for prior approval. The WVABCA will approve the system or reply back to the licensee submitting the system for approval, with any issues that the WVABCA has found that would prevent the system's approval.
- The self-pour automated system must account for the price differential and ounce differential between and among various nonintoxicating beer, hard cider, or wine being self-poured. If the system is unable to calculate the difference for wine, then a separate card may be used for wine self-pouring.
- Patrons must be verified as 21 years of age or older prior to being issued a self-pour automated payment card. The licensee or the licensee's employee must verify the patron's age.
- A self-pour automated system may only dispense a pre-paid serving of up to (32 ounces) of non-intoxicating beer before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card. A self-pour automated system may only dispense a pre-paid serving of up to (32 ounces) of hard cider before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card.
- A self-pour automated system may only dispense a pre-paid serving of up to (10 ounces) of wine before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card.
- Verification of age must be recorded by the licensee or the licensee's employee in a logbook or in some electronic record retention system for each payment card holder.
- The licensee or the licensee's employee must verify that patrons are not visibly or noticeably intoxicated prior to the issuance of a self-pour automated system payment card and/or prior to use after re-entry of a patron to a licensed premises, if the patron has left.

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

PLEASE VISIT THE WVABCA WEBSITE AT [ABCA.WV.GOV](http://ABCA.WV.GOV) FOR MORE DETAILED INSTRUCTIONS REGARDING "SERVICES" AND LICENSE TYPES IN HB 2025 AND HB 4848.

APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERS ON FORMS.

Please find enclosed:

- 1) Application for Private Hotel, Private Resort Hotel, Private Golf Club, or Private Club Golf Course Class A Consumption On Premises, (ABCA 192A - RG) -
- 2) Release of Information & Waiver of Confidentiality of Records (ABCA-Lic. RIWCR.2)
- 3) Alcohol Beverage Control Bond (ABCA-193) and Nonintoxicating Beer Bond (ABCA-194)
- 4) Floor Plan (ABCA-Lic.FP3), give dimensions of licensed premises and designated outdoor

## **INSTRUCTIONS**

- All questions and/or descriptions must be answered. The application must be signed and notarized. If any questions/description cannot be completed in the available space on the application, please submit additional pages as needed. Each additional page submitted must include entity name, DBA name, and indicate which question applicant is answering.
- Applications must be completed correctly, and all necessary paperwork included when mailed to the WVABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.
- LEASE — Applicants must provide a copy of a valid lease if not the property owner.
- Deed and/or Survey Plat — Must depicted acreage amounts.
- LICENSE FEES — License fees must be paid by Certified Check, Cashier's Check, Business Check, Personal Check, Credit Card, or Money Order. Cash will not be accepted. Make checks payable to the WVABCA.
- All retail licenses are valid from issue date to June 30<sup>th</sup> of the current licensing period. If applying for a license to be issued after December 31<sup>st</sup>, most license fees are semiannually prorated to half the initial fee.
- LIVE SCAN FINGERPRINTING — All applicant(s) must complete a Live Scan Fingerprint in order to obtain a valid license. IdentoGO by Morpho Trust will provide fingerprinting services for all WVABCA license applicants. Contact IdentoGO at 855-766-7746 or online at [Llenrollment.com](http://Llenrollment.com) for information on fingerprinting, locations, scheduling appointments, and fee requirements. Please note due to federal requirements Live Scan Fingerprinting must be performed by all license applicants. Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.
- Fingerprint result reports MUST be sent to the WVABCA directly from Morpho Trust (L-1). NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.
- BONDS — Applicants must have a \$1,000.00 Nonintoxicating Beer Bond and a \$5,000.00 Alcohol Beverage Control Bond completed on the form(s) provided by the WVABCA.
- HEALTH PERMIT — Applicants must provide a copy of a valid Health Permit issued in applicant's name for the entire proposed premises. (If an Association, Limited Liability Company, or Corporation, the Health Permit must be issued in the business entity name and list the DBA name.)
- WV SECRETARY OF STATE — All Associations, Corporations and Limited Liability Companies must be duly certified and registered with the WV Secretary of State.

## **INSTRUCTIONS FOR SIGNING:**

- a) If an Association, by each member of the governing board.
- b) If a Corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed).
- c) If a Limited Liability Company, by all members.
- d) Manager(s) must sign- a manager should be listed unless owners will be day to day manager.

- All applicants must apply for a "Special Occupation Tax (TTB F 5630.5d)" with the Alcohol and Tobacco Tax and Trade Bureau. Form and instructions are available through download at the following website: <http://www.ttb.gov/forms/f56305d.pdf> or by calling the toll-free number at 1-800-937-8864. A copy of the TTB form must be submitted with application to the WVABCA.

### **BUSINESS CLOSURE**

The license may not be abandoned, rented, leased, given, loaned, or sold to another. Upon sale or closure of the applicant's business, the license must be returned to the WVABCA Licensing Department. Please include reason for closure, date business closed, and signature on back of license.

### **MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:**

West Virginia Alcohol Beverage Control Administration

ATTN: Licensing Division

900 Pennsylvania Avenue, 4<sup>th</sup> Floor

Charleston, WV 25302

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE CALL THE ADMINISTRATION AT 1-800- 642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.**

### **CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:**

- Application Form
- Release of Information & Waiver of Confidentiality of Records
- Copy of Valid Lease (if not owner)
- Copy of Deed and/or Survey Plat
- License Fee(s)
- Floor Plan (Detailed Map of Buildings, Facilities, and Bounded Outdoor Areas)
- Copy of Valid Health Permit
- Zoning Form completed by Applicant & Municipality if Within City Limits or, Zoning Form Completed by Applicant & Letter from County Commission if Outside City Limits
- Copy of TTB Form



Y/N

\_\_\_\_\_  
 Title      Name      Residence Address, City, State, Zip Code      % Ownership  
 \_\_\_\_\_  
 \_\_\_\_\_  
 / / /      - -      -      \_\_\_\_\_  
 Date of Birth      Social Security Number      Telephone Number      YRS Resident of WV

Y/N

\_\_\_\_\_  
 Title      Name      Residence Address, City, State, Zip Code      % Ownership  
 \_\_\_\_\_  
 \_\_\_\_\_  
 / / /      - -      -      \_\_\_\_\_  
 Date of Birth      Social Security Number      Telephone Number      YRS Resident of WV

\*\*IF NATURALIZED U.S. CITIZEN, MUST SUBMIT COPY OF NATURALIZATION DOCUMENTS.  
 NON-CITIZENS MAY BE LISTED AS OWNER OR DIRECTOR OF A CORPORATION ONLY.

- 6) CRIMINAL HISTORY- THE FOLLOWING IS A RECORD OF ALL CONVICTED ARRESTS OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS. ATTACH ADDITIONAL PAGES IF NECESSARY. IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE".

NAME    DATE OF ARREST    CHARGE    DISPOSITION OF ARREST    LOCATION OF COURT (COUNTY STATE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 7) STATE NAME AND ADDRESS OF ALL PERSONS HAVING TWENTY PERCENT (20%) OR MORE INTEREST IN THE APPLICANTS' CORPORATION, ASSOCIATION AND/OR LIMITED LIABILITY COMPANY. STATE THE EXACT PERCENTAGE OF OWNERSHIP INTEREST FOR EACH PERSON LISTED. **A TRUST CANNOT HOLD A PERCENTAGE OF OWNERSHIP.**

NAME                                      ADDRESS                                      SOC. SEC. #                                      %OWNERSHIP

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 8) HAS ANY OFFICER, MANAGER, OR 20% STOCK HOLDER EVER HELD OR CURRENTLY HOLD A WVBCA LICENSE?

YES  NO  IF YES, WHO? \_\_\_\_\_

DBA NAME? \_\_\_\_\_

WAS THE LICENSE:      REVOKED \_\_\_\_\_ DATE \_\_\_\_\_

SUSPENDED \_\_\_\_\_ DATE \_\_\_\_\_

SANCTIONED \_\_\_\_\_ DATE \_\_\_\_\_

- 9) OWNER OF PREMISES TO BE LICENSED (PROPERTY OWNER'S NAME) \_\_\_\_\_  
 IF NOT PROPERTY OWNER, APPLICANT MUST HOLD A VALID LEASE (ATTACH COPY OF THE LEASE)

\*\*MUST SHOW DEED AND/OR SURVEY PLAT SHOWING ACERAGE FOR THE LOCATION\*\*

10) PLEASE LIST ALL INVESTORS, PERSONS OR ENTITIES PROVIDING LOANS OR FINANCIAL ASSISTANCE (INCLUDING GIFTS), AND ANY PERSON OR ENTITY WITH A FINANCIAL INTEREST IN THE APPLICANT.

\_\_\_\_\_  
\_\_\_\_\_

11) DOES THIS LOCATION CURRENTLY HAVE A WVABCA LICENSE? YES  NO

IF YES, NAME OF LICENSED ESTABLISHMENT: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

12) THE LICENSE APPLIED FOR IS NOT FOR ANY COLLEGE FRATERNITY OR SORORITY, IS NOT ON A COLLEGE CAMPUS AND THE PROPOSED LOCATION OF THE PREMISES HAS NOT BEEN DETERMINED BY LAW TO BE A PUBLIC NUISANCE, EXCEPT AS FOLLOWS:

\_\_\_\_\_

13) ARE THE APPLICANT'S PREMISES LOCATED:

a. WITHIN AN INCORPORATED MUNICIPALITY OR WITHIN ONE MILE OF THE CORPORATE LIMITS OF ANY MUNICIPALITY: YES  NO

b. WITHIN ONE MILE OF THE CORPORATE LIMITS OF TWO OR MORE MUNICIPALITIES:  
YES  NO

IF YES, NAME THE MUNICIPALITIES:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

14) LIST THE DISTANCE TO THE NEAREST:

a. CHURCH \_\_\_\_\_

b. SCHOOL \_\_\_\_\_

c. RESIDENCE \_\_\_\_\_

d. GOVERNMENT OFFICE \_\_\_\_\_

15) WILL TOBACCO PRODUCTS BE SOLD AT THIS ESTABLISHMENT?

YES  NO

16) WILL YOU BE APPLYING FOR A LIMITED VIDEO LOTTERY LICENSE?

YES  NO

17) IS THE APPLICANT'S LOCATION READY FOR AN INITIAL INSPECTION?

YES  NO

IF NO, WHAT IS THE PROJECTED DATE FOR THE INITIAL INSPECTION? \_\_\_\_\_

**PRIVATE CATERER (PRIVATE HOTEL OR PRIVATE RESORT HOTEL ONLY) (QUESTIONS 18-26)  
(COMPLETE ONLY IF APPLYING FOR PRIVATE CATERER, OTHERWISE SKIP)**

18) DO YOU OPERATE A RESTAURANT IN A PRIVATE HOTEL OR PRIVATE RESORT HOTEL ON A DAILY BASIS?

YES  NO  WVABCA LICENSE NUMBER: \_\_\_\_\_

19) PROVIDE THE FOLLOWING:

NAME OF THE UNLICENSED PRIVATE VENUE: \_\_\_\_\_

BUSINESS ADDRESS OF UNLICENSED PRIVATE VENUE: \_\_\_\_\_

\_\_\_\_\_  
(NOT MORE THAN 15 PRIVATE CATERING EVENTS MAY BE HELD AT THE SAME UNLICENSED PRIVATE VENUE PER CALENDAR YEAR.)

- 20) HAVE YOU INCLUDED A DETAILED FLOOR PLAN LISTING BUILDING/STRUCTURE WHERE THE UNLICENSED PRIVATE VENUE WILL BE HELD?  
YES  NO  (MUST INCLUDE ADEQUATE RESTROOMS)
- 21) HAVE YOU INCLUDED A DETAILED FLOOR PLAN LISTING OTHER FACILITIES USED TO PREPARE AND SERVE FOOD? YES  NO
- 22) HAVE YOU INCLUDED ON THE FLOOR PLAN ANY "EXTENSION" OUTDOOR AREA WITHIN 150 FEET OF THE UNLICENSED PRIVATE VENUE THAT YOU ARE REQUESTING TO UTILIZE? YES  NO
- 23) WHAT AGE VERIFICATION SYSTEM DO YOU PLAN TO UTILIZE DURING THE UNLICENSED PRIVATE VENUE EVENT? \_\_\_\_\_
- 24) PLEASE PROVIDE A COPY OF WRITTEN AGREEMENT WITH ANY UNLICENSED VENUE.
- 25) IS THE UNLICENSED VENUE A PRIVATE HOME? YES  NO
- 26) WILL THE EVENT BE IN THE PRIVATE HOME OR OUTDOORS ON OWNER'S PROPERTY? YES  NO

**\*Contracts are required for each event. Please include:**

- 1. Contract for unlicensed venue being used for catered event.**
- 2. Contract between the caterer and person contracting with the caterer. Please include details, such as, services provided, fees, etc.**

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia Code Chapter 11, Article 16 et seq. and Chapter 60, Articles 1 through 8 et seq. and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all Officers and all Members of the Board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. OFFICERS, INDIVIDUAL, OR MEMBER(S) SIGNATURES MUST BE NOTARIZED! THIS MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.

PRINT CLEARLY/WRITTEN SIGNATURES REQUIRED

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

State of West Virginia \_\_\_\_\_ County, To-Wit:

\_\_\_\_\_, being first duty sworn

according to law, deposes and says that he/she is \_\_\_\_\_ of the

President or Controlling Member(s)

\_\_\_\_\_, authorized by law to do business in the State of West Virginia, and the

Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said Corporation, Association, or LLC.

(Applicant Signature) \_\_\_\_\_

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_ to wit:

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



Seal

Applicant/ Entity Name: \_\_\_\_\_

Doing Business As (DBA)Name: \_\_\_\_\_

**WEST VIRGINIA**

**ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

**RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER OF**

**CONFIDENTIALITY OF RECORDS**

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we, hereby acknowledge that it is understood that a background check will be completed by both the West Virginia State Police and the Federal Bureau of Investigation. It is further understood that if I or we, dispute an FBI submission under Title 28, C.F.R., 16.34, I or we have the right to challenge the completeness or accuracy of the criminal history record by contacting the FBI directly.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

**Must be completed by all owners, officers, members and managers.**

Printed Name	Written Signature	Title	Date

**ALCOHOL BEVERAGE CONTROL BOND**  
**THIS BOND MAY BE USED BY AN ASSOCIATION OR CORPORATION**

KNOW ALL MEN BY THESE PRESENTS:

That WE, \_\_\_\_\_

of \_\_\_\_\_ County, West Virginia, \_\_\_\_\_

ASSOCIATION

\_\_\_\_\_ doing business under the firm name

CORPORATION

as principal, and \_\_\_\_\_ a corporation authorized to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of Five Thousand Dollars (\$5,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended and regulations promulgated thereunder by the Commissioner, a LICENSE TO OPERATE A PRIVATE CLUB on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner with respect to the distribution, sale and dispensing of alcoholic liquors, and the operation of a private club, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said article and regulations are hereby made a part of this bond.

ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, each owner/member of the principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent thereunto duly authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to the 30th day of June, \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ALL OWNERS MUST SIGN AS PRINCIPALS

Principal \_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

SURETY \_\_\_\_\_ (SEAL)

SURETY CORPORATE SEAL

BY \_\_\_\_\_

ITS \_\_\_\_\_ (TITLE)

COUNTERSIGNED BY: \_\_\_\_\_

WEST VIRGINIA RESIDENT AGENT OF SURETY

**CORPORATION APPLICANTS EXECUTE BELOW**

IN WITNESS WHEREOF, the said principal and the said surety have caused their respective corporate names to be signed hereto and their respective corporate seals to be hereunto affixed by their respective officials or agent thereunto duly authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to the 30th day of June, \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

PRINCIPAL CORPORATE SEAL

PRINCIPAL \_\_\_\_\_ (Seal)

BY \_\_\_\_\_ (Seal)

SURETY \_\_\_\_\_ (Seal)

SURETY COPORATE SEAL

BY \_\_\_\_\_ (Seal)

ITS \_\_\_\_\_ (Title)

**ASSOCIATION ACKNOWLEDGMENT**

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed the writing above, or hereto annexed, for \_\_\_\_\_, an association, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said association.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CORPORATIONS - CORPORATION ACKNOWLEDGMENT**

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed the writing above, or hereto annexed, for \_\_\_\_\_, a corporation, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BONDING COMPANY - CORPORATE ACKNOWLEDGMENT**

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed the writing above, or hereto annexed, for \_\_\_\_\_, a corporation, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

For Fiscal Year \_\_\_\_\_ to \_\_\_\_\_

### NONINTOXICATING BEER BOND

#### THIS BOND MAY BE USED BY AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That (I) (we), \_\_\_\_\_ being \_\_\_\_\_ / \_\_\_\_\_  
If individual or partnership insert name of people  
Corporation or association insert name of corporation or association Insert one above  
An Individual, Partnership, Corporation, or Association (County)

doing business under the name of \_\_\_\_\_ / \_\_\_\_\_  
(Mailing Address) (City)

West Virginia, as principal, and \_\_\_\_\_ a corporation authorized  
(Name of corporate surety)

to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of One Thousand Dollars (\$1,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of: Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, a CLASS A RETAIL DEALER'S LICENSE to sell nonintoxicating beer on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner, with respect to the distribution, sale and dispensing of nonintoxicating beer, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said articles and regulations are hereby made a part of this bond.

#### INDIVIDUAL OR PARTNERSHIP APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal(s) (has) (have) hereunto set (his) (their) hand and seal(s), and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent there unto duly authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the 30th day of June \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(All Partners Must Sign As Principal)

Surety: \_\_\_\_\_

Principal: \_\_\_\_\_ (Seal)

Address: \_\_\_\_\_

\_\_\_\_\_ (Seal)

\_\_\_\_\_

\_\_\_\_\_ (Seal)

BY: \_\_\_\_\_

\_\_\_\_\_ (Seal)

(SURETY CORPORATE SEAL)

#### CORPORATE OR ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the (said corporate principal) (said association principal) and the said surety have caused their respective names to be signed hereto and their respective seals to be hereunto affixed by their respective officials or agents thereunto authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the 30th day of June \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

#### Instructions For Signing

If Association or Fraternal Club has two owners, all must sign bond as Association principals. If ownership involves more than two persons, one officer or (owner) can be empowered to sign on behalf of Association. Corporation must be signed by President or Vice-President. If any other officer signs, attach corporate resolution or Power of Attorney permitting him to bind corporation.

Surety: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Its: \_\_\_\_\_ (Title)

(Surety Corporate Seal)

Association \_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

Principals: \_\_\_\_\_ (Seal)

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Its: \_\_\_\_\_ Title

Resident Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Note: No. 1 -To be completed by Notary Public for an Individual or Partnership.  
No. 2 -To be completed by Notary Public for a Corporation or an Association.  
No. 3 -To be completed by Notary Public for Bonding Company Signature.

Power of Attorney should be attached and dated, notarized same day as issuance of bond.

**NO. 1 - INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT**

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, whose name(s) (is) (are) signed to the writing above or hereto annexed, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day acknowledged the same before me in my said county.  
Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**NO. 2- CORPORATION OR ASSOCIATION ACKNOWLEDGMENT**

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_ a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed the writing above, or hereto annexed, for, (a corporation) (an association), bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said (corporation) (association).

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**NO. 3-BONDING COMPANY - CORPORATE ACKNOWLEDGMENT**  
(For Individual Signing For Surety)

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_ To-wit:

I, \_\_\_\_\_ a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, Who signed to the writing above, or hereto annexed for \_\_\_\_\_, a corporation, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

West Virginia Alcohol Beverage Control Administration

Floor Plan

License period: \_\_\_\_\_

Applicant Entity Name: \_\_\_\_\_

Doing Business As (DBA) Name: \_\_\_\_\_

County: \_\_\_\_\_

Floor plan must include all areas under the control or lease of the applicant where alcohol is to be stored, sold, or consumed. All areas under control or lease of the license must be licensed. Must list all Private Resort Hotel, Private Golf Club, Private Hotel, or Private Golf Course designated areas.

Submit (1) copy to WVABCA. Must Give Dimensions. Keep (1) copy at licensed premises. LIST ENTIRE PROPERTY AND ALL OUTSIDE STRUCTURES (Licensed premises must be a minimum of 500 square feet)

\*If there are attached drawings please check:

(Additional drawings must include entity & DBA name and must be signed and dated.)



**Zoning Form**

(Original copy must be submitted to the WVABCA Licensing Department)

**Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.**

**To: Municipal Clerk or Recorder**

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: \_\_\_\_\_

DBA (Doing Business As): \_\_\_\_\_

Address of Establishment: \_\_\_\_\_  
(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): \_\_\_\_\_  
(Last) (First) (Middle)  
\_\_\_\_\_  
(Last) (First) (Middle)

General Description of Premises: \_\_\_\_\_  
\_\_\_\_\_

Food Services to be Offered: \_\_\_\_\_  
\_\_\_\_\_

Patron Capacity: \_\_\_\_\_

**This Notice has been filed with the Clerk or Recorder of the City/Town of**  
\_\_\_\_\_ **on this** \_\_\_\_\_ **day of** \_\_\_\_\_.

Applicant's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

\_\_\_\_\_

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes \_\_\_\_\_ No \_\_\_\_\_

Additional comments to the Alcohol Beverage Control Administration:

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**Approved By: Authorized Official Signature and Title**

**City/Town**

**Date:** \_\_\_\_\_

**Return Original To: WVABCA  
Licensing Division  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302**