



**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 DELIVERY OF LIQUOR, WINE AND  
NONINTOXICATING BEER**

**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 find enclosed:

1. Application for Delivery license
2. Application for Transportation Permit ABCA-192D May 2021.
3. Release of Information & Waiver of Confidentiality of Records (ABCA-Lic.RIWCR.2)

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

**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.

**LIVE SCAN FINGERPRINTING** – All applicants 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 <http://uenroll.identogo.com> for information on fingerprinting, locations, scheduling appointments, and fee requirements.

Fingerprint result reports **MUST** be sent to WVABCA directly from Identogo (Morpho Trust).

Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.

**NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.**

**Class A and Class B licensees:**

1. Licensed Class A locations pay no fee for the delivery application/license(s).
2. Licensed Class B locations pay no fee for the delivery application/license(s), except for a wine specialty shop delivery with a gift basket \$250.00.
3. All applicants must provide information for every retail transportation permit (must provide vehicle and driver information).
  - Vehicles make and model.
  - Vehicle year.
  - Vehicle registration number.
  - Vehicles license plate information.
  - Driver's name.
  - Driver's license number.
  - Driver's date of birth.
  - Driver's license expiration date.
4. All delivery vehicles must maintain a valid retail transportation permit inside the vehicle or an electronic version of the permit.

**Third Party Delivery Services:**

1. Third party delivery services must pay \$200.00 per each class of delivery licenses (e.g. Class A - Nonintoxicating Beer \$200.00).
2. All applicants must provide information for every retail transportation permit (must provide vehicle and driver information).
  - Vehicles make and model.
  - Vehicle year.
  - Vehicle registration number.
  - Vehicles license plate information.
  - Driver's name.
  - Driver's license number.
  - Driver's date of birth.
  - Driver's license expiration date.
3. All delivery vehicles must maintain a valid retail transportation permit inside the vehicle or an electronic version of the permit.

Please visit the WVABCA website [www.abca.wv.gov](http://www.abca.wv.gov) for further information on Delivery licenses.

**INSTRUCTIONS FOR SIGNING:**

- a) If an individual, by the owner.
- b) If a partnership, by each member of the partnership (Copy of Partnership Agreement to be submitted to WVABCA).
- c) If an association, by each member of the governing board.
- d) If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed).
- e) If a limited liability company, by all members.
- f) Manager(s) must sign.

**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
- Application for Transportation Permit
- License Fee(s)
- Naturalization Papers (if applicable)

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION  
APPLICATION FOR RETAIL LICENSE**

**Delivery**

**FOR FISCAL YEAR \_\_\_\_\_ TO \_\_\_\_\_**

**COUNTY: \_\_\_\_\_**

PLEASE CHECK ALL APPROPRIATE BOXES BELOW. BE SURE TO CHECK THE BOX(ES) BESIDE EACH (ALL) OF THE LICENSES FOR WHICH YOU ARE APPLYING

<b>A. <u>Class A Private Club Bar/ Restaurant, Resort/Hotel and Manufacturer Club (licensee)</u></b>	<b>B. <u>Tavern and Private Wine Restaurant (licensee)</u></b>	<b>C. <u>Class B (licensee)</u></b>	<b>D. <u>Retail Liquor Outlet (licensee)</u></b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Nonintoxicating Beer...\$0.00 Fee</li> <li><input type="checkbox"/> Wine ...\$0.00 Fee</li> </ul> <p>*Restaurant &amp; Manufacturer Club Only)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Craft Cocktail Growler...\$0.00 Fee</li> </ul> <p>* Must obtain transportation permit for wine and craft cocktail delivery.</p> <p>*Must possess nonintoxicating beer growler, wine growler and craft cocktail growler license(s) for growler sales.</p> <p>WVABCA License # _____</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Nonintoxicating Beer...\$0.00 Fee</li> <li><input type="checkbox"/> Wine...\$0.00 Fee</li> </ul> <p>*Must obtain transportation permit for wine delivery.</p> <p>*Must possess nonintoxicating beer growler &amp; wine growler license(s) for growler sales.</p> <p>WVABCA License # _____</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Nonintoxicating Beer...\$0.00 Fee</li> <li><input type="checkbox"/> Wine ...\$0.00 Fee</li> <li><input type="checkbox"/> Wine Specialty Shop .....\$250 Fee</li> </ul> <p>* Must obtain transportation permit for wine delivery.</p> <p>*Must possess nonintoxicating beer growler and wine growler license(s) for growler sales.</p> <p>WVABCA License # _____</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Nonintoxicating Beer...\$0.00 Fee</li> <li><input type="checkbox"/> Wine ...\$0.00 Fee</li> <li><input type="checkbox"/> Liquor...\$0.00 Fee (Sealed bottles or cans)</li> </ul> <p>* Must obtain transportation permit for wine and liquor delivery.</p> <p>*Must possess nonintoxicating beer growler and wine growler license(s) for growler sales.</p> <p>WVABCA License # _____</p>

<b>E. <u>Third Party Delivery</u></b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Class A - Nonintoxicating Beer...\$200.00 Fee</li> <li><input type="checkbox"/> Class A - Wine...\$200.00 Fee</li> <li><input type="checkbox"/> Class A - Craft Cocktail Growler...\$200.00 Fee</li> <li><input type="checkbox"/> Class B - Nonintoxicating Beer...\$200.00 Fee</li> <li><input type="checkbox"/> Class B - Wine...\$200.00 Fee</li> <li><input type="checkbox"/> Liquor (Retail Liquor Outlet) \$200.00 Fee (Sealed bottles or cans)</li> </ul> <p>*Must obtain retail transportation permit for nonintoxicating beer or nonintoxicating craft beer, wine, and liquor delivery. (See retail transportation form).</p> <p>WVABCA License # _____</p>

1. Email: \_\_\_\_\_ WV Tax/FEIN: \_\_\_\_\_

2. Applicant (Entity Name): \_\_\_\_\_

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

4. Business Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code) (Telephone)

5. Mailing Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code) (Telephone)

6. Has applicant completed information found on the "Retail Transportation Permit" for each driver and the vehicle the driver will be using for deliveries?  
 Yes  No

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 §§ 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 due to the request for such information.

The undersigned hereby verify that we are all officers and all member 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! 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: \_\_\_\_\_

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

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

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

\_\_\_\_\_, being first duly sworn

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

President, Individual or Controlling Member(s)

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

(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 OF NOTARY