State of California

Department of Alcoholic Beverage Control

LICENSE ACTION REQUEST

Read instructions on reverse before completing.

SECTION 1

1. LICENSEE'S NAME	2. LICENSE NUMBER
3. DOING BUSINESS AS (DBA)	4. DISTRICT OFFICE
5. PREMISES ADDRESS	6. LICENSE ATTACHED ☐ Yes ☐ No
7. MAILING ADDRESS	

SECTION 2 CANCELLATION

I voluntarily cancel my license because I am no longer in business. I understand my license cannot be reactivated or reinstated.

8. CANCELLATION EFFECTIVE

☐ Immediately ☐ Upon issuance of _____ ☐ Other: _____

9. LICENSEE'S SIGNATURE	10. HOME PHONE NUMBER	11. DATE BUSINESS CLOSED	12. DATE SIGNED
	( )		

SECTION 3 SURRENDER - Rule 65

I voluntarily surrender my license for a period of not more than one year. I intend to ☐ Transfer ☐ Reactivate the license. I understand that (a) the license must be renewed at the time renewal fees are due or the license will be automatically canceled; (b) the Department will proceed to cancel my license after one year if not transferred or reactivated; and (c) I must report any change in my mailing address to the Department.

13. SURRENDER EFFECTIVE

☐ Immediately ☐ Upon issuance of _____ ☐ Surrender by Department ☐ Premises abandoned

14. LICENSEE'S SIGNATURE	15. HOME PHONE NUMBER	16. DATE BUSINESS CLOSED	17. DATE SIGNED
	( )		

SECTION 4 SURRENDER OF PRIVILEGES FOR A SPECIAL EVENT

18. SPECIFIC ROOM OR AREA WHERE PRIVILEGES ARE TO BE SURRENDERED

19. DATE TO BE SURRENDERED	20. PERIOD OF SURRENDER (State starting and ending times) (type as X:XX xm) to	
21. LICENSEE'S SIGNATURE	22. HOME PHONE NUMBER ( )	23. DATE SIGNED

SECTION 5 REQUEST FOR RETURN OF SURRENDERED LICENSE

I request the return of the surrendered license described above.

I declare under penalty of perjury that there has been no change in ownership of the licensed business, and the premises possess the same qualifications required for the original issuance of the license.

24. LICENSEE'S SIGNATURE	25. HOME PHONE NUMBER	26. DATE LICENSE NEEDED	27. DATE SIGNED
	( )		

ABC USE ONLY

	DATE LICENSE MAILED BY HEADQUARTERS OR RETURNED BY DISTRICT OFFICE
☐ Letter attached requesting surrender, cancellation or return ☐ Accusation pending (Send copy of ABC-231 for cancellations to HQ H&L if accusation pending.)	

Distribution:

Section 2: Original to HQ Lic; copy to District file

Section 3: Original to HQ Lic; copy to District file; copy to suspense file

Section 4: Original to District file

Section 5: Original + 1 copy to HQ Lic; copy to District file