

INSTRUCTIONS AND GENERAL INFORMATION

General Information

- Type or print clearly in black or blue ink (do not use red).
- Acronyms or form numbers used in these instructions:

B&P Business & Professions Code
 CCR California Code of Regulations
 211-A Transfer Request

Form ABC-231 is used to cancel a license (Section 2); surrender a license for up to one year under Rule 65 (Section 3); surrender license privileges for an authorized special event (Section 4); or to request the return of a surrendered license (Section 5).

If you want to surrender your license so that a transferee may apply for a temporary permit, you should sign Form 211-A, not Form ABC-231.

One signature for the licensee is sufficient on Form ABC-231 (i.e., all partners do not need to sign).

Instructions

The following chart shows what sections of the form to complete for the action desired:

Action Desired	What to Complete
Cancel license.....	Sections 1 and 2
Surrender license for up to one year (Rule 65).....	Sections 1 and 3
Surrender license privileges for special event.....	Sections 1 and 4
Request return of surrendered license (Rule 65).....	Sections 1 and 5

Section 1 - License Information.

Licensee's Name(s) (Item 1) - Enter the name(s) of the licensee. For a limited partnership, limited liability company, or a corporation, the name of the entity.

District Office (Item 4) - Enter the name of the ABC office having jurisdiction over the licensed premises.

License Attached (Item 6) - Attach license on cancellations (Section 2) and Rule 65 surrenders (Section 3) only.

Mailing address (Item 7) - Enter the mailing address where you wish to receive mail. May be different from the premises address. Business and mailing addresses are public information and are available to the public. Please consider this, especially when listing a mailing address.

It is important that you report any change in mailing address to ABC so that you may receive your license renewal notice or other correspondence from ABC.

Section 2 - Cancellation. Complete this section if you want to permanently cancel your license. A canceled license cannot be reactivated or reinstated.

Section 3 - Surrender, Rule 65. Complete this section if you are closing your licensed business for over 15 calendar days and intend to transfer or reactive the license at a later date. You must surrender your license to ABC within 15 days after closing. ABC may seize your license certificate(s) if you do not surrender your license as required, and ABC may proceed to revoke the license. (Rule 65, CCR)

Section 4 - Surrender of Privileges for Special Event. Complete this section if you are requesting that your license privileges be surrendered for a special event (e.g., wine tasting, etc.). Contact your ABC District Office for information on other requirements (e.g., one-day license, catering authorization, diagram, etc.).

Section 5 - Request for Return of Surrendered License. Complete this section to request return of a surrendered license. ABC may return a surrendered license upon your request made at least 10 days in advance. An inspection by ABC may be required. (Rule 65(c), CCR.)

MISCELLANEOUS INFORMATION

Failure to Transfer or Reactivate License

A license surrendered under Rule 65 will be revoked if you do not transfer it to another person or for use at another premises, or reactivate it within one year from the date of surrender. Exceptions: (1) Pending application to transfer the license; (2) Pending litigation (other than disciplinary action by ABC); (3) Premises destroyed due to circumstances beyond your control (e.g., fire, flood, or other natural catastrophe, or as part of an urban renewal program) and you make a good faith effort to reconstruct the premises; or (4) Undue hardship. Contact your ABC District Office for further advice on these exceptions. (Rule 65(d), CCR.)

Physical or Character Changes in Premises

After issuance or transfer of a license, you may not make substantial physical changes in your premises or change the usage of your premises without the prior written consent of ABC. (Rule 64.2(b)(1), CCR.)