



Police Department

City of Virginia Beach

Municipal Center
Building 11
2509 Princess Anne Road
Virginia Beach, VA 23456-9064

Application for Certificate **(The Fees are Non-Refundable)**

Family Table Top Commercial Recreation Center (\$150)

****This Permit is NOT VALID until the applicant has received their Business License from the Commissioner of Revenue's Office****

Permit is valid from the date issued through December 31st of the calendar year of issuance.

Any manager hired subsequent to the issuance of this permit will be required to complete a signed, notarized PD-150 Criminal Record Information Request, and present two forms of ID, one of which must be a government issued photo ID.

The applicant is responsible to be familiar with related City Codes 4-46 through 4-55 and 4-68 through 4-70.

Definition:

Family Table Top Commercial Recreation Center: Shall mean any establishment where foosball, table tennis, shuffleboard or any other game of recreation or amusement is displayed for public patronage, where the insertion of a coin, slug or token or the payment of a fee is required and where five (5) or more such tables or game machines are used.

INSTRUCTIONS

In addition to completing this form, you will need to attach:

- A signed, notarized PD-150 Criminal Record Information Request for the applicant and each employee operating in a managerial role under this permit (\$15 per Criminal Record Information Request).

***** You must present two forms of ID, one of which must be a government issued photo ID, at the time of application.***

Applicant:

Name: _____
(Last, First, Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ 2nd Phone: _____

E-Mail: _____

Business Name/Phone: _____

Business Address: _____
(Street, City, State, Zip Code)

Applicant's Title: _____

Maximum Occupancy: _____

- Have you been convicted of any criminal/traffic offenses? Yes No
- Do you have any pending charges? Yes No

If you indicated yes to either of the above questions, please list the offense and/or pending charge(s) below. If additional space is required, the back of this application can be used.

Date	Name of Court	Offense	Disposition

- **Prior convictions for Felonies or Crimes for Moral Turpitude (crimes involving lying, cheating or stealing) or crimes involving fraud or misrepresentation for the 7 years immediately preceding this permit SHALL constitute denial of this permit application.**

List ALL Employees Serving in a Managerial Role:

1-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

2-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

3-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

4-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

5-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

6-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

7-Name: _____
(Last, First, Middle)

Address: _____
(Street, City, State, Zip Code)

I, the undersigned, affirm that the information contained in this application and any attachments to this document are both correct and complete to the best of my knowledge. The willful making of false statements in this application constitutes perjury and is punishable in accordance with § 18.2-434 of the Code of Virginia. I authorize the Virginia Beach Police Department to search their files and Virginia Central Criminal Records Exchange (CCRE) for any criminal history record. I understand that information discovered as a result of this application may be released to any City official having authority to act on this application. I also certify that all applicable sections of Chapter 4 of the Virginia Beach City Code have been complied with.

Signature of Applicant: _____ **Date:** _____

Application Taken By: _____ **Date:** _____

**** For Office Use Only ****

Record Check Results (Stamp Below)