



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALCOHOL AND TOBACCO CONTROL  
**CHECKLIST OF REQUIREMENTS FOR RETAIL LIQUOR LICENSE**

The Application for Retail Liquor License is required to be typed or printed legibly using black ink. Read the application carefully, and provide full, complete and accurate answers. If you have questions, please do not hesitate to contact your local District Office listed on page 2. If applying as a partnership, **ALL** partners must sign the application. If applying as a corporation or limited liability company (LLC), **only** the managing officer can sign. The submission of a **NOTARIZED ORIGINAL** application is required.

**Please list the type of license(s) that you are applying for:** \_\_\_\_\_

**Amount of FEE for License: \$** \_\_\_\_\_

**Does your establishment have an attached patio?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If so, please attach a photo along with a description of its location and dimensions.**

**SECTION ONE**

Applicant applying as a sole owner, partnership, corporation or LLC is required to submit the following documents in the order they are listed with the Application for Retail Liquor License:

- 1. Bank Draft, Money Order, Certified Check or Cashier's check payable to the **MISSOURI DIRECTOR OF REVENUE** in the correct amount of the license fee. A business check or cash will not be accepted.
- 2. Criminal record check **dated within six months preceding the date of the application** must be submitted for each individual owner, or partner if a partnership. All members of a LLC must submit a criminal record check. If applicant is a corporation, the following individuals must submit a criminal record check: the managing officer, each officer and director; and all shareholder(s) that own ten percent or more of the stock of the business. The record check must be issued by the Missouri Criminal Records Division, P.O. Box 9500, Jefferson City, MO 65102, 573-526-6153. Form is available at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov)
- 3. Copy of Missouri Retail Sales Tax license in the name of the person, persons, or entity applying for the liquor license, **WITH THE CORRECT ADDRESS OF THE BUSINESS**. (Information is available at [www.dor.mo.gov](http://www.dor.mo.gov).)
- 4. Statement of No Sales Tax Due from the Missouri Department of Revenue **DATED WITHIN THE PRECEDING 90 DAYS**. (Information is available at [www.dor.mo.gov](http://www.dor.mo.gov).)
- 5. Copy of the sole owner's, **ALL** partners, or managing officer's personal property or real estate tax receipt for the preceding year.
- 6. Copy of the sole owner's, **ALL** partners, or managing officer's voter's registration card.
- 7. Recent photograph of the sole owner, **ALL** partners, or managing officer's without a hat (affixed to Application on page 2 or 3 as applicable).
- 8. Recent photograph of the front of the premise to be licensed (affixed to Application on page 5).
- 9. You are required to submit a copy of your county and/or city liquor license to the Division within 10 days of its issuance. Please contact your local county/city to acquire those licenses.
- 10. Copy of lease, rental agreement or contract of sale, or copy of warranty deed for premises to be licensed. (Must be in the name of person, persons or entity applying for the license.)
- 11. Letter from the I.R.S. exempting the organization from payment of federal income taxes. (Required only if applying for a **Retail Liquor by the Drink - Exempt License**)
- 12. Copy of Naturalization Papers if born outside the United States.

**REMINDERS: Licensee must obtain a Health Inspection from Missouri Department of Health AND must contact the County for a County Liquor License before opening.**

**SECTION TWO**

In addition to requirements listed in section one, all applicants applying as a corporation or LLC are required to submit the following document:

- 13. Copy of Certificate of Good Standing from the Missouri Secretary of State dated within the preceding 90 days  
(Information is available at [www.sos.mo.gov](http://www.sos.mo.gov).)
- 14. Completed Managing Officer Appointment Form


**SECTION THREE**

In addition to requirements listed in sections one and two, if applying for a Retail Liquor by the Drink - Resort license type, the following document is required to be submitted:

- 15. Schedule of gross receipts/food and alcohol sales, **SIGNED BY PROPER PERSON(S)**.

If there is a change of ownership at a location where a liquor license is held, all valid Missouri liquor licenses that are in effect at the premises must be submitted with this application. In order for liquor sales to continue at the business while this application is being processed, the current licensee must acknowledge that the current license remains in ownership control of the business by completing a **Notice of Intent to Sell or Change Ownership form**.

**PLEASE RETURN ALL ITEMS AND APPLICATION TO:**

<input type="checkbox"/> <b>District I - Kansas City</b> Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101  (573) 526-2769 (573) 751-2333	<input type="checkbox"/> <b>District II - Jefferson City</b> Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101  (573) 751-0462 (573) 751-2333	<input type="checkbox"/> <b>District III - St. Louis</b> Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101  (573) 522-0022 (573) 751-2333
<input type="checkbox"/> <b>District IV - Cape Girardeau</b> Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101  (573) 751-3868 (573) 751-2333		<input type="checkbox"/> <b>District V- Springfield</b> Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101  (573) 751-5454 (573) 751-2333

**Additional Notes:**