



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

## **CHECKLIST OF REQUIREMENTS FOR TEMPORARY MANUFACTURER EVENT LICENSE**

### **PROCEDURE FOR OUT OF STATE MANUFACTURERS TO BRING PRODUCT INTO MISSOURI FOR TASTING EVENTS**

THIS PROCESS IS LIMITED TO OUTSTATE MANUFACTURERS AND THE INSTATE MANUFACTURER HOST.  
THE INSTATE HOST MUST HOLD A RETAIL BY DRINK LICENSE IN ORDER TO OBTAIN A CATERER PERMIT.

## **ALLOW 10 – 21 DAYS FOR PROCESSING**

### **FOR OUTSTATE MANUFACTURERS:**

1. APPLICATION FOR TEMPORARY MANUFACTURER EVENT PERMIT – Complete online.
2. LICENSE FEE – Payment options include **credit card or electronic check**. Fee is \$25.00. Licenses are valid for up to three (3) consecutive days. A separate transaction fee will apply.
3. OUTSTATE MANUFACTURERS STATE LIQUOR LICENSE – Copy of the applicant’s valid state manufacturer’s license.
4. TTB COLA (Certification of Label Approval) – A copy of the TTB COLA is required for each product being brought into the state for the event (which should also be listed on the application form).
5. LETTER FROM INSTATE MANUFACTURER – Verifying the instate manufacturer will pay the excise taxes due for the product listed as being brought in on the application.

### **FOR THE INSTATE MANUFACTURER HOST:**

1. APPLICATION FOR TEMPORARY CATERER PERMIT – Complete online.
2. LICENSE FEE – Payment options include **credit card or electronic check**. Fee is \$10.00 per calendar date. A single application can be submitted for upto seven (7) consecutive days at a single location, with a maximum fee of \$70.00. A separate transaction fee will apply.
3. PROPERTY OWNER PERMISSION – Written notice from the property owner giving the applicant permission to sell/serve alcohol at a specific location on a specific date(s).



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- AMENDMENT APPLICATION ATTESTATION – This form must be completed and notarized by the sole owner, all partners, or managing officer and attach as an upload document with the new application.

\*Please note that the instate manufacturer must obtain a caterer permit prior to outstate manufacturers being able to obtain their temporary manufacturer event permits.

**REVIEWED BY:**

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing:</b> Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026  <b>Servicing:</b> Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280  <b>Servicing:</b> Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing:</b> Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright