

DIVISION OF ALCOHOL AND TOBACCO CONTROL

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Governor

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March 23, 2026

PUBLIC ADVISORY 26-02 (update #1)

RENEWAL SEASON OPENING ANNOUNCEMENT

[New and updated text is denoted in red.]

The 2026-2027 liquor license renewal period for State liquor licenses has begun, and applications must be completed through the online [ALCMS Portal](#). To renew your liquor license, you must be associated¹ with the Licensee. From the dashboard, click on the Licenses tab, then select the license number to be renewed. You will find the Renew License option at the top right of the License Activities section. To watch a short tutorial, click [here](#). If the RENEW button is grayed out, please verify that the licensee is not associated with any active debt (wholesaler debt or fine debt)².

Tax Compliance and Certificate of No Tax Due: For licensees determined to be non-compliant with the Missouri Department of Revenue for Retail Sales and Use Tax Due, a Certificate of No Tax Due will be required as part of the renewal process. An added step in the application wizard will prompt the applicant to upload the required no tax due document. Please note, a Certificate of No Tax Due must be addressed to the Supervisor of Liquor Control and must be dated within 90 days of the date of application to renew. A Certificate of No Tax Due can be obtained [online](#) with the Tax ID and PIN, by email at taxclearance@dor.mo.gov or by phone at (573)751-9268.

¹ If you need instructions on how to associate to a Licensee, please use these links for a tutorial ([video tutorial](#), [Word document](#)).

² To verify outstanding debt, from the License screen, click on the Outstanding Debt tab. If debt is associated with this license, a WARNING message will display stating there is active Fine or Bad Debt against this license. Bad Debt (from a wholesaler) will appear in the Outstanding Debt table. Licensees should contact the reporting wholesaler to resolve the outstanding debt. Fine Debt will not display in the table; the licensee should refer to the Order Letter they received detailing the fine and how payment can be made.

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<http://www.atc.dps.mo.gov>

Other Required Documents: Depending on the specific license type, certain documents may be required as part of the renewal process. Required documents will be marked as mandatory on the Documents section of the application wizard. An example is the newly required [Attestation for Renewal Applications](#).

Payment will not be required at the time of submission of the application. Payment notification will be sent upon approval of the renewal application. The renewed license will be available for download on the License screen after payment is made.

Due Date and Late Fees: Please note, completed renewal applications³ must be received by May 1, 2026 to avoid late fees. Completed applications received May 2 through May 31, 2026 will be subject to a \$100 late fee per license type. Completed applications received June 1 through June 30, 2026 will be subject to a \$200 late fee per license type. Completed applications received July 1 through July 31, 2026 will be subject to a \$300 late fee per license type.

Changes: If you have changes of fact or other corrections to make regarding your license, a separate amendment application must be submitted to report those changes pursuant to 11 CSR 70-2.030(1).

- Changes to phone numbers, email addresses, contact person, and addresses (other than the premises physical address) can be submitted via an 'Other Change of Fact' amendment.
- For all other changes, select the appropriate amendment option, or contact [your district office](#) regarding how to submit the appropriate change.

³ To be considered a completed renewal application requires:

- The Attestation for Renewal Applications to be signed by the applicant's managing officer (corporations, LLCs, and LPs/LLPs with an appointed managing officer), sole owner (sole proprietor), or all partners (general partnerships and LPs/LLPs with no appointed managing officer), and
- All required documents properly completed and attached. Applications with required documents determined to be deficient (i.e., unsigned, not within the appropriate date range, disqualifying sales information, etc.) will render the renewal application incomplete until resubmitted with the appropriate documentation.

Power of Attorney: If an authorized power of attorney is signing the attestation form, please review our [checklist of requirements](#).

Tax Bond: If required to provide a copy of a tax bond or equivalent document, please ensure the expiration extends beyond June 30, 2026, lists the appropriate Licensee/Legal Entity, the physical address of the licensed premises, and properly executed with signatures.

Multi-License Retailers: Retail licensees with ten (10) or more primary licenses under the same legal entity (i.e., ABC, Inc.) may request to have a multi-license renewal processed by ATC staff. To do so, a single renewal application for the Licensee (legal entity) must be submitted (select one location/license number) through the portal. In addition to any mandatory document uploads, a letter of request for multi-license renewal must be included and identify each primary license number to be renewed using the 'Other' document type. Please note if a secondary license or special permission at a particular location is going to be removed, that renewal application must be submitted separate from the multi-license renewal request. The multi-license renewal process is anticipated to be available to ATC staff for processing around April 1, 2026. Licensees not wanting to wait for this functionality to be available may proceed with manually renewing individual licenses.

Notarized Attestation for Renewal Applications: Licensees will need the sole owner, all partners, or the managing officer to complete an [Attestation for Renewal Application](#) form for the Licensee and the particular license types being renewed. This document must be notarized.

Renewal Season Updates: The division will publish the information in this email as well as any future updates in a Public Advisory under the New/Noteworthy section of our home page (<https://atc.dps.mo.gov>).