



**CHECKLIST OF REQUIREMENTS FOR PRIMARY RETAIL LIQUOR LICENSE**

**PROCEDURE FOR APPLYING FOR A RETAIL (BY THE DRINK, ORIGINAL PACKAGE, OR CONSUMPTION) LIQUOR LICENSE**

**ALLOW 10 – 21 DAYS FOR PROCESSING**

**RETURN PAGE 1 OF THIS CHECKLIST WITH APPLICATION**

**LICENSE TYPE**

Retail license being applied for (mark with an "X"):

PACKAGE	BY THE DRINK	OTHER
<input type="checkbox"/> Beer Only	<input type="checkbox"/> Beer Only	<input type="checkbox"/> Consumption only**
<input type="checkbox"/> Beer, Wine & Spirits*	<input type="checkbox"/> Beer & Light Wine*	
	<input type="checkbox"/> Beer, Wine & Spirits*	

\* A separate Sunday license is required, if applicable.

\*\* Sunday hours are not permitted with a consumption license.

**EFFECTIVE DATE**

If there is a specific date the license should take effect, please specify. If no date is indicated, the license will take effect as soon as it's reviewed and processed. \_\_\_\_\_

**LEGAL DESCRIPTION (BY THE DRINK APPLICANTS ONLY)**

If applying for a by the drink license, is there an outdoor deck, patio, or sidewalk café that needs to be added to the legal description on the liquor license?

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### REQUIRED DOCUMENTS:

1. [PRIMARY RETAIL APPLICATION](#) – Completed and notarized.
2. LICENSE FEE – **Money Order or Cashier's Check** made payable to Missouri Director of Revenue for new license type.
  - If applying for a Retail by Drink Resort Temporary (RBDT) or Retail by Drink Seasonal Resort Temporary (RDST) license, the fee amount is \$75.00.
  - If applying for a Retail by Drink Seasonal Resort (RDSR) license, the fee amount is \$25.00 per month for a maximum of eight (8) consecutive months (\$200).
  - See the pro-rated fee schedule on page 4 for all other applicable license fees.
3. NATURALIZATION CERTIFICATE OR PASSPORT – If the sole owner, any partner, or the managing officer of an entity was born outside the U.S., a copy of that individual's naturalization certificate or valid U.S. Passport is required.
4. CRIMINAL RECORD CHECK – A criminal record check dated within six (6) months of the date of application, which includes the 1) individual's full name and any commonly used aliases, 2) date of birth, and 3) social security number. Record checks are required for the 1) sole owner, all partners, or the managing officer (based on the business structure), 2) each officer/director for the applicant entity (regardless of ownership percentage), and 3) each shareholder, member or person owning, legally or beneficially, directly or indirectly, ten percent or more of the stock or interest in the business.
  - **Missouri Residents:** Submission of a criminal record check issued by the Missouri State Highway Patrol Criminal Records Division. Missouri record checks can be obtained online or by mail using this link to access the Criminal Record Check Form. <https://www.machs.mo.gov/MACHSFP/home.html>
  - **Non-Missouri Residents:** A criminal record check issued from the individual's state in which they reside. [criminal-record-resources.pdf \(mo.gov\)](#)
5. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name\*, and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license. *Note:* [RSMo. 417.200](#) requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it



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shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the [secretary of state](#). *Additionally, 11 CSR 70-2.140(23) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.*

6. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
7. TAX RECEIPT – Copy of the paid personal property tax or real estate tax receipt for the preceding year of the sole owner (sole proprietor), all partners (partnership), or the managing officer (LLC or corporations). A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed the preceding year.
8. VOTER REGISTRATION – Proof of voter registration (ex. copy of voter registration card, letter, etc.) or printout from the Missouri Secretary of State’s [voter verification website](#) of the sole owner (sole proprietor), all partners (partnership), or the managing officer (LLC or corporations).
9. PHOTO(S) – Gray-scale or black and white computer printouts are acceptable so long as features are clear.
  - Recent photograph of the sole owner, each partner, or the managing officer (depending on the business structure) without a hat or sunglasses.
  - Recent photograph of the front of the building to be licensed.
  - If applying for a by drink (on premise) license, and there is an attached deck, patio, or similar exterior space where alcohol may be sold, served, or consumed upon, you must also include a photo of this space. Please note, there must be direct/unimpeded access from the building to the exterior space so that alcohol does not travel off the licensed premises to get to the exterior space.
  - If applying for off-site/detached storage, you must also include a photo of this.
10. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Must show the correct legal name of the applicant (as listed on the Missouri Retail Sales Tax License and Certificate of Good Standing, if applicable) and the physical address of the building or legal description of the property to be licensed. Applicants who own the real estate property under a separate legal entity and lease to the applicant entity must provide a copy of both the lease and deed for said property.



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11. CERTIFICATE OF GOOD STANDING – From the Secretary of State or applicable state authority, dated within 90 days for the applicant organization. Not applicable to sole proprietors or general partnerships. Entities applying within 90 days of forming the entity may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.
12. RESORT CERTIFICATION and/or VERIFICATION OF GROSS RECEIPTS – Required only if applying for full liquor by the drink (spirits, wine and beer) in certain areas. See the [Full Liquor by the Drink – Qualification Questionnaire](#) or contact your district office to see if you must qualify.
13. HEALTH INSPECTION (by the drink applicants only) – Copy of completed health inspection form local health department.
14. INVENTORY (original package applicants only) – Copy of itemized inventory of stock which has a value according to invoices of at least \$1,000.00, not including fixtures and alcoholic beverages.
15. NOTICE OF INTENT TO SELL/PURCHASE – Required only if the applicant is purchasing an existing licensed business where the sale/closing is pending at the time of application. Please note a signed purchase agreement is required to be submitted with this form.
16. REPORTING OWNERSHIP AS AN ENTITY – See 11 CSR 70-2.020(5) for guidance.
17. TRUSTS – See 11 CSR 70-2.020(20) for guidance. Additionally, the following must be supplied at the time of application:
  - Completed mandatory attestation form (available on our website Licensing/Other Licensing Forms);
  - Certification of trust
18. OTHER – Please check our website for any additional license-specific information and/or requirements:
  - [https://atc.dps.mo.gov/licensing/by\\_drink.php](https://atc.dps.mo.gov/licensing/by_drink.php)
    - Beer by the Drink
    - Beer and Light Wine by the Drink
    - Retail by the Drink



## **CHECKLIST OF REQUIREMENTS FOR PRIMARY RETAIL LIQUOR LICENSE**

- Retail by the Drink – Tax Exempt
- Retail by the Drink – Resort
- Retail by the Drink – Temporary Resort
- Retail by the Drink – Seasonal Resort
- Retail by the Drink – Seasonal Resort Temporary
- <https://atc.dps.mo.gov/licensing/package.php>
  - Original Package Liquor
  - Beer Original Package
- [https://atc.dps.mo.gov/licensing/other\\_retail.php](https://atc.dps.mo.gov/licensing/other_retail.php)
  - Missouri Produced Wine by the Drink
  - Retail by Drink – Boat
  - Retail by Drink – Entertainment District
  - Retail by Drink – Railroad
  - Retail by Drink – Mall
  - Consumption License
  - State Fair Licenses
    - State Fair Beer by Drink and Domestic Wine
    - State Fair Beer by Drink and Domestic Wine – Exhibition Center / Grandstand

### **19. LOCAL AND FEDERAL LICENSING/REGISTRATION REQUIREMENTS:**

- Licensees may be subject to local (city and/or county) licensing requirements and certain filing requirements with the state. See RSMo. [311.220](#), [311.480](#).
- The Alcohol and Tobacco Tax and Trade Bureau (TTB) requires persons engaged in the business of selling or offering to sell distilled spirits, wine, or beer to register as an alcohol dealer prior to engaging in business. Follow this link for more information. <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers>



**CHECKLIST OF REQUIREMENTS FOR PRIMARY RETAIL LIQUOR LICENSE**

Retail License Prorated Fee Schedule  (July rate = annual fee)	RBD <sup>1</sup> – Retail by Drink  SF3 – State Fair (Exhibition Center & Grandstand)  MWBD – MO Wine by Drink	OPL – Original Package Liquor  SF1 – State Fair	COL – Consumption	5BD – Beer by Drink  5BDW – Beer & Wineby Drink  5OP – Package Beer
July - June 30	\$300.00	\$100.00	\$60.00	\$50.00
Aug - June 30	\$275.00	\$91.67	\$55.00	\$45.83
Sep - June 30	\$250.00	\$83.33	\$50.00	\$41.67
Oct - June 30	\$225.00	\$75.00	\$45.00	\$37.50
Nov - June 30	\$200.00	\$66.67	\$40.00	\$33.33
Dec - June 30	\$175.00	\$58.33	\$35.00	\$29.17
Jan - June 30	\$150.00	\$50.00	\$30.00	\$25.00
Feb - June 30	\$125.00	\$41.67	\$25.00	\$20.83
Mar - June 30	\$100.00	\$33.33	\$20.00	\$16.67
Apr - June 30	\$75.00	\$25.00	\$15.00	\$12.50
May - June 30	\$50.00	\$16.67	\$10.00	\$8.33
Jun 1 - June 30	\$25.00	\$8.33	\$5.00	\$4.17

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

<sup>1</sup>RBD licenses included under this fee bracket are:

- RBD (*standard beer, wine & spirits*)
- RBDB (*boat*)
- RBDE (*exempt organizations*)
- RBDK (*entertainment district*)
- RBDM (*mall*)
- RBDR (*resort*)
- RR<sup>2</sup> (*railroad*)

<sup>2</sup>Retail by Drink - Railroad license applicants must have a duplicate license posted in each railcar where intoxicating liquor will be served; an additional fee of \$1.00 for each duplicate license required must be submitted with the application.



**CHECKLIST OF REQUIREMENTS FOR PRIMARY RETAIL LIQUOR LICENSE**

**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>	<b>District V – Springfield</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806
(816) 743-8888	(573) 526-4026	(314) 416-6280	(417) 895-5004
<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	<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	<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	<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