



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control  
TEMPORARY PICNIC LICENSE CHECKLIST

FOR LICENSED OR NON-LICENSED CHURCH, SCHOOL, CIVIC, SERVICE, FRATERNAL, VETERAN, POLITICAL, OR CHARITABLE CLUBS OR ORGANIZATIONS

ALLOWS WHOLESALERS TO PROVIDE CUSTOMARY STORAGE, COOLING AND/OR DISPENSING EQUIPMENT FOR USE BY LICENSEE AT SUCH PICNIC, BAZAAR, FAIR OR SIMILAR GATHERING.

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. APPLICATION FOR PICNIC LICENSE – Completed and signed.
2. LICENSE FEE – Cashier’s check or money order made payable to Missouri Director of Revenue. Fee is \$25.00. Licenses are valid for up to seven (7) consecutive days.
3. SALES TAX LICENSE OR EXEMPTION LETTER – Copy of the Missouri Retail Sales Tax License or exemption letter from the Missouri Department of Revenue.
4. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days. **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
5. PROPERTY TAX RECEIPT – Copy of the managing officer’s paid personal property tax or real estate tax receipt for the preceding year. A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed.
6. 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](#).
7. MANAGING OFFICER APPOINTMENT FORM – Completed and signed.
8. 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).
9. MULTIPLE STANDS – If there will be multiple stands/booths at the temporary event, EACH STAND MUST HAVE A SEPARATE LICENSE (a separate application, fee, and property owner permission per stand).
10. NATURALIZATION CERTIFICATE OR PASSPORT – If the managing officer was born outside the U.S., a copy of their naturalization certificate or valid U.S. Passport is required.



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REMINDER: LICENSEES ARE REQUIRED TO OBTAIN CITY AND COUNTY LICENSES, WHERE APPLICABLE.

**In addition to the foregoing requirements, applicants applying for Retail Liquor By the Drink (Picnic) licenses are required by law to notify the Director of Revenue at the Truman State Office Building, Room 330, 301 West High Street, Jefferson City, Missouri 65101 of the holding of the event by certified mail, accepting responsibility for the collection and payment of any applicable sales tax.**

**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</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 3256 Laclede Station Rd, Ste. 101 St. Louis, MO 63143
(816) 743-8888	(573) 751-2333	(314) 877-0480
<b>Servicing:</b> Andrew, Atchison, Barton, Bates, 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, Barry, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclede, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Warren, Washington, Webster, Wright	<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