



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALCOHOL AND TOBACCO CONTROL

**APPLICATION TO CHANGE DESCRIPTION OF LICENSED PREMISES**

I/We \_\_\_\_\_  
(LEGAL NAME OF BUSINESS ENTITY)

being the holder of \_\_\_\_\_  
(STATE LICENSE TYPE(S)) \_\_\_\_\_  
(STATE LICENSE NUMBER(S))

issued by the Supervisor of Alcohol and Tobacco Control of the State of Missouri on the \_\_\_\_\_  
(MONTH, DAY, YEAR)

do hereby make application to change the description of my licensed premises from the present description which is  
 as follows: \_\_\_\_\_

\_\_\_\_\_

to a new description as follows: \_\_\_\_\_

\_\_\_\_\_

Said newly described premises are \_\_\_\_\_ feet from the nearest school, church, or other building regularly used as a  
 place of religious worship.

Name and address of landlord and amount of rent is \_\_\_\_\_

\_\_\_\_\_

(attach copy of lease or rental agreement).

I/we, \_\_\_\_\_, of lawful age, being first duly sworn upon my/our oath(s), depose  
 and say that I/we have read this application and fully understand same and that I/we know the contents thereon and the  
 answers and statements contained therein and that the same are true.

SIGNATURE OF OWNER, MANAGING OFFICER, OR PARTNER	DATE	SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE
SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE	SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE

**NOTARY INFORMATION**

NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>

**FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW**

Based on the information contained herein, the undersigned forward this application for consideration by the Supervisor of  
 Alcohol and Tobacco Control and hereby recommend that this application be approved and the license issued.

AGENT	DISTRICT SUPERVISOR

STATE SUPERVISOR



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control  
CHANGE DESCRIPTION OF LICENSED PREMISES CHECKLIST

PROCEDURE FOR CHANGING THE LEGAL DESCRIPTION OF THE LICENSED PREMISES FROM ONE LOCATION TO ANOTHER - OR - UPDATES THE LEGAL DESCRIPTION AT THE CURRENT LOCATION TO ADD/REMOVE CERTAIN AREAS

**ALLOW 10 - 21 DAYS FOR PROCESSING**

1. APPLICATION TO CHANGE DESCRIPTION OF LICENSED PREMISES – Completed and notarized. NO FEE REQUIRED.
  - a. If applicant has more than one primary license type (ex. manufacturer and wholesale) then a separate application is required for each primary license type.
2. PHOTO – Of front of the new building. If not moving, and instead adding/removing areas on the currently licensed location, include a photo of any areas to be added.
3. MISSOURI RETAIL SALES TAX LICENSE – Must list the licensee’s new physical address. *\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING LICENSED LOCATION\**
  - a. Not required for solicitors, manufacturers and/or wholesalers who do not conduct retail sales.
4. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Must show the correct legal entity’s name and the new address to be licensed. *\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING LICENSED LOCATION\**
5. FEDERAL LICENSEES – **IF** the licensee holds a federal license through TTB (Alcohol and Tobacco Tax and Trade Bureau), such as a solicitor, manufacturer and/or wholesaler, an updated TTB permit or license is required, showing approval of the new physical address.

**RETURN DOCUMENTS TO:**



CHANGE DESCRIPTION OF LICENSED PREMISES CHECKLIST

<p><b>District I – Kansas City</b>          Division of Alcohol &amp; Tobacco Control          8800 E. 63<sup>rd</sup> Street, Ste. 180          Raytown, MO 64133</p> <p>(816) 743-8888</p> <p><b>Servicing:</b>          Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth</p>	<p><b>District II – Jefferson City</b>          Division of Alcohol &amp; Tobacco Control          1738 E. Elm St. – Lower Level          Jefferson City, MO 65101</p> <p>(573) 526-4026</p> <p><b>Servicing:</b>          Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, 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, Vernon, Warren, Washington, Webster, Wright</p>	<p><b>District III – St. Louis</b>          Division of Alcohol &amp; Tobacco Control          7545 S. Lindbergh Blvd., Ste. 150          St. Louis, MO 63125</p> <p>(314) 416-6280</p> <p><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</p>
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