



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

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 approving the new physical address.

RETURN DOCUMENTS TO:



CHANGE DESCRIPTION OF LICENSED PREMISES CHECKLIST

<p>District I – Kansas City Division of Alcohol & Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</p> <p>(816) 743-8888</p> <p>Servicing: 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</p>	<p>District II – Jefferson City Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101</p> <p>(573) 751-2333</p> <p>Servicing: 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</p>	<p>District III – St. Louis Division of Alcohol & Tobacco Control 3256 Laclede Station Rd, Ste. 101 St. Louis, MO 63143</p> <p>(314) 877-0480</p> <p>Servicing: 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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