



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

<b>NOTARY INFORMATION</b>			
NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP	STATE OF	COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS		<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>
	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 \_\_\_\_\_



**CHECKLIST OF REQUIREMENTS FOR CHANGE DESCRIPTION OF LICENSED PREMISES**

**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. 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 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.*  
*\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS\**
  - a. Not required for solicitors, manufacturers and/or wholesalers who do not conduct retail sales.
  
3. 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.
  
4. 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. *\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING LICENSED LOCATION\**

**SPECIAL REQUIREMENTS:**

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.



**CHECKLIST OF REQUIREMENTS FOR CHANGE DESCRIPTION OF LICENSED PREMISES**

6. HEALTH INSPECTION (for by the drink licensees and manufacturers only) - Copy of completed health inspection from the state (manufacturer) or local (retail establishments) health inspector.
  
7. TAX BOND (MANUFACTURERS AND SOLICITORS ONLY) – An updated Corporate Bond form with the new physical address properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an updated Assignment of Certificate of Deposit form with the new physical address properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer.

*\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS\**

**RETURN DOCUMENTS TO:**

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing (Missouri):</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>Non-Missouri:</b> Applicants with a legal name beginning with DIGITS or the letter A through F (exclude the word “The” when determining which district to submit to).	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026  <b>Servicing (Missouri):</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>Non-Missouri:</b> Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280  <b>Servicing (Missouri):</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>Non-Missouri:</b> Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing (Missouri):</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  <b>Non-Missouri:</b> Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).