



CHECKLIST OF REQUIREMENTS INSTATE-SOLICITOR LICENSE

PROCEDURE FOR APPLYING FOR AN INSTATE SOLICITOR LIQUOR LICENSE (pursuant to section 311.180, RSMo.)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR SOLICITOR LICENSE – Completed and notarized.
2. LICENSE FEE – **Money Order or Cashier's Check** made payable to the Director of Revenue, State of Missouri, for the correct amount of pro-rated license fee.
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.
 - a. **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>
 - b. **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 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. (Only necessary if the Solicitor plans to sell merchandise/items to consumers). Only required if conducting retail sales in Missouri.*



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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. Only required if conducting retail sales in Missouri.
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) if they are a Missouri resident. 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.
 - a. Recent photograph of the sole owner, each partner, or the managing officer (depending on the business structure) without a hat or sunglasses.
 - b. Of the front of the building.
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.
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.
12. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).
 - a. A federal manufacturer permit or Brewer’s Notice is acceptable for wholesalers distributing product which they produce or manufacture (requires a state manufacturer license under the same legal name, or an application for such submitted in conjunction with the wholesaler application).
 - b. A federal importer or importer/wholesaler permit is required for importing foreign beverage alcohol.



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13. TAX BOND – A Corporate Bond [form](#) properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an Assignment of Certificate of Deposit [form](#) properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer. The initial amount shall be \$1,000.00.
14. 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.

OTHER CONSIDERATIONS:

- **PRIMARY AMERICAN SOURCE OF SUPPLY – Section 311.275, RSMo, requires all products to be registered with the State of Missouri prior to offering them for sale in Missouri. The ATC Online System is a web based environment allowing all brand labels to be registered electronically. This must be completed right after receiving your liquor license.**
- Licensed solicitors may only solicit orders and sell alcoholic beverages to licensed wholesalers in this state. “[Primary American Source of Supply](#)” means the manufacturer, bottler or owner of the brand at the time it became a marketable product or the exclusive agent of the above (cannot be both).
- Licensed solicitors of liquor, beer or wine desiring to solicit and sell said products to licensed retailers must also obtain an appropriate wholesale-solicitor license and comply with Missouri liquor laws and regulations with regard thereto.

Prorated Fee Table (July fee = annual rate)	5S 5% Solicitor	22S 22% Solicitor	LS Liquor Solicitor	Vintage Wine Solicitor
July - June 30	\$50.00	\$100.00	\$250.00	\$500.00
Aug - June 30	\$45.83	\$91.67	\$229.17	\$458.33
Sep - June 30	\$41.67	\$83.33	\$208.33	\$416.67
Oct - June 30	\$37.50	\$75.00	\$187.50	\$375.00
Nov - June 30	\$33.33	\$66.67	\$166.67	\$333.33
Dec - June 30	\$29.17	\$58.33	\$145.83	\$291.67
Jan - June 30	\$25.00	\$50.00	\$125.00	\$250.00
Feb - June 30	\$20.83	\$41.67	\$104.17	\$208.33
Mar - June 30	\$16.67	\$33.33	\$83.33	\$166.67
Apr - June 30	\$12.50	\$25.00	\$62.50	\$125.00
May - June 30	\$8.33	\$16.67	\$41.67	\$83.33
Jun 1 - June 30	\$4.17	\$8.33	\$20.83	\$41.67

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.



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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 rd Street, Ste. 180 Raytown, MO 64133 (816) 743-8888 Servicing: 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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 Servicing: Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Henry, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280 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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 Servicing: 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