



Missouri Department of Public Safety Division  
of Alcohol and Tobacco Control  
**CHECKLIST OF REQUIREMENTS FOR OUTSTATE SOLICITOR LICENSE**

**PROCEDURE FOR APPLYING FOR AN OUTSTATE 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 – **Cashier's check or money order** made payable to Missouri Director of Revenue for new license type.
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.
  - **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>
  - **Non-Missouri Residents:** A criminal record check issued from the individual's state in which they reside. [criminal-record-resources.pdf \(mo.gov\)](#)
5. PHOTO(S) – Gray-scale or black and white computer printouts are acceptable so long as features are clear.
  - Recent photograph of the sole owner, each partner, or the managing officer (depending on the business structure) without a hat or sunglasses.
  - Of the front of the building.
6. 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



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may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing.

7. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).
  - 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).
  - A federal importer or importer/wholesaler permit is required for importing foreign beverage alcohol.
8. 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.
9. 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.
10. REPORTING OWNERSHIP AS AN ENTITY – See 11 CSR 70-2.020(5) for guidance.
11. TRUSTS – See 11 CSR 70-2.020(20) for guidance. Additionally, the following must be supplied at the time of application:
  - Completed mandatory attestation form (available on our website Licensing/Other Licensing Forms);
  - Certification of trust

### **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).



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➤ LOCAL AND FEDERAL LICENSING/REGISTRATION REQUIREMENTS:

- Licensees may be subject to local (city and/or county) licensing requirements and certain filing requirements with the state. See RSMo. [311.220](#), [311.480](#).
- The Alcohol and Tobacco Tax and Trade Bureau (TTB) requires persons engaged in the business of selling or offering to sell distilled spirits, wine, or beer to register as an alcohol dealer prior to engaging in business. Follow this link for more information. <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers>

Prorated Fee Table (July Fee = Annual Rate)	5S	22S	LS Liquor	Vintage Wine
	5% Solicitor	22% Solicitor	Solicitor	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:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>	<b>District V – Springfield</b>
<p>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 (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</p> <p><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).</p>	<p>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 (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</p> <p><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).</p>	<p>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 (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</p> <p><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).</p>	<p>Division of Alcohol &amp; Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806</p> <p>(417) 895-5004</p> <p><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</p> <p><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).</p>