



## CHECKLIST OF REQUIREMENTS FOR VINTAGE WINE AUCTION LICENSE

### PROCEDURE FOR APPLYING FOR A VINTAGE WINE AUCTION LICENSE (pursuant to section 311.191 RSMo)

## ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR VINTAGE WINE AUCTION – VWA – Completed application form filled out in black ink or typed, signed by the applicant (Sole Owner) and notarized. If applying as partnership, **ALL** partners must sign the application. Corporation or Limited Liability Company applications requires **only the Managing Officer** sign the application.
2. LICENSE FEE – Bank Draft, Money Order, Certified Check or Cashier's Check, payable to the Director of Revenue, State of Missouri, for the correct amount of pro-rated license fee.
3. CRIMINAL RECORD CHECK – Submission of Criminal Record Check issued by the Missouri State Highway Patrol Criminal Records Division dated within six months of the date of the application for the applicant, or for each partner, or for Corporations and LLC's, the managing officer, each officer, each director, and each shareholder, member or person owning, legally or beneficially, directly or indirectly, ten percent or more of the stock or interest in the business. Must include the individual's full name and any commonly used aliases, date of birth, and social security number. Record checks can be obtained [online](#) or by mail using this [link](#) to access the Criminal Record Check Form.
4. MISSOURI RETAIL SALES TAX LICENSE – Copy of Missouri Retail Sales Tax license in the name of the applicant, or in all partners' names, or in the (Corporation's or L.L.C.) name with the correct address of the business to be licensed.
5. 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.
6. TAX RECEIPT – Copy of applicant's, or each partner's, or the managing officer's (Corporation or LLC) paid personal property or real estate tax receipt for the year immediately preceding the date of the application.
7. VOTER REGISTRATION – Copy of applicants, or each partner's, or the managing officer's (Corporation or LLC) voter's registration card or certificate.
8. PHOTO – Recent photograph of applicant, or each partner, or the managing officer (Corporation or LLC), without hat.



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9. PHOTO – Recent photograph of the front of the premises to be licensed.
10. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Copy of lease, rental agreement or contract of sale, or copy of warranty deed for premises to be licensed (must be in the name of person, persons or entity applying for the license).
11. CERTIFICATE OF GOOD STANDING – Corporations and LLC's must provide a copy of Certificate of Good Standing from the Missouri Secretary of State within the preceding 90 days. (Information available at [www.sos.mo.gov](http://www.sos.mo.gov)) and Completed Managing Officer Appointment Form.

### **SPECIAL REQUIREMENTS:**

12. Must meet special requirements of Section 311.191.3, RSMo. (Affidavit of Application for Vintage Wine Auction License.)

### **Applicable Statutes**

**Vintage wine, definition--sale of vintage wine through auction, authorized sellers--licenses to auction--auction conducted, where, no consumption, issuance period, fee--shipment out of state--tastings--auctioneer subject to regulations--penalty.**

311.191.3. The supervisor of liquor control is hereby authorized to issue a license to conduct auctions of vintage wine to any person licensed as an auctioneer pursuant to chapter 343, RSMo, and regularly conducting business as an auctioneer at a fixed location in this state within a city in a county of the first classification with a charter form of government; provided, however, that no such license to auction vintage wine may be issued to any person, or any entity controlled in whole or in part by a person, who:

- (1) Has been convicted of a felony or of any offense under this chapter;
- (2) Either possesses a current license to sell intoxicating liquor at wholesale or retail, or previously possessed such a license which was revoked for cause; or
- (3) Has not been continuously in business in this state as an auctioneer for a period of ten years prior to making application for such license to auction vintage wine. The license to auction vintage wine shall be in addition to any license or permit requirements imposed by ordinance within the county or municipal jurisdictions in which the auctioneer conducts such business.

(L. 1996 S.B. 933, A.L. 2005 S.B. 262)



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<b>Prorated Fee Table</b> (July fee = annual rate)	Vintage Wine Auction
July - Jun 30	\$500.00
Aug - Jun 30	\$458.33
Sep - Jun 30	\$416.67
Oct - Jun 30	\$375.00
Nov - Jun 30	\$333.33
Dec - Jun 30	\$291.67
Jan - Jun 30	\$250.00
Feb - Jun 30	\$208.33
Mar - Jun 30	\$166.67
Apr - Jun 30	\$125.00
May - Jun 30	\$83.33
Jun - Jun 30	\$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.

**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>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing:</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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026  <b>Servicing:</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	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280  <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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing:</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