Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR TRANSPORTER LIQUOR LICENSE

PROCEDURE APPLYING FOR A TRANSPORTER LIQUOR LICENSE (pursuant to section 311.420 RSMo)

ALLOW A MINIMUM OF 30 DAYS FOR PROCESSING[1]

1. APPLICATION FOR TRANSPORTER – Complete online.

2. LICENSE FEE – Payment options include credit card or electronic check, for the correct amount of pro-rated license fee. A separate transaction fee will apply.

3. 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. See Reporting Corporate Structure.

    - **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)

4. 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. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.

5. 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.

[1] Processing times may vary based on seasonal demands.

6. 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.

7. APPLICATION ATTESTATION – This form must be completed and notarized by the sole owner, all partners, or managing officer and attach as an upload document with the new application.

REVIEWED BY:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133 (816) 743-8888	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004
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