Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR A MICROBREWERY

PROCEDURE APPLYING FOR A MICROBREWERY LICENSE (pursuant to section 311.195 RSMo)

ALLOW A MINIMUM OF 30 DAYS FOR PROCESSING[1]

1. APPLICATION FOR MICROBREWERY – Complete online.

2. LICENSE FEE – Payment options include credit card or electronic check, in the amount of $5.00 for each 100 barrels of beer to be produced, not to exceed 10,000 barrels annually or $250 dollars. A separate transaction fee will apply.

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. 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)

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

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

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.*

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.

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). 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.
   - Recent photograph of the sole owner, each partner, or the managing officer(depending on the business structure) without a hat or sunglasses.
   - Recent photograph of the front of the building to be licensed and any detached storage areas.

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.

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

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 wholesaler permit is required for applicants intending to wholesale products which they import or otherwise do not manufacture or produce.

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.

    - Licensed microbrewers must obtain a Retail Liquor by the Drink license to sell intoxicatingliquor on the brewery premises. – RBD - $300

    - The Division may, under Section 313.840, RSMo, issue a microbrewer's license pursuantto Section 311.195, RSMo, for manufacturing on the premises of a gaming boat or neighboring facility.

14. HEALTH INSPECTION – Copy of completed state health inspection.

15. 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.

16. 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.

17. SITE VISIT – Contact the local district (see the district service areas under the "Return Documents To" section) to set up a pre-licensure site visit.

OTHER

18. 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

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