



CHECKLIST OF REQUIREMENTS FOR DOMESTIC WINERIES

PROCEDURE APPLYING FOR A DOMESTIC WINERY LICENSE (pursuant to Section 311.190 RSMo)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR DOMESTIC WINE – Completed Domestic Wine application form filled out in black ink or typed, signed by applicant(s) or partners or managing officer and notarized.
2. LICENSE FEE – Bank Draft, Money Order, Certified check or Cashier's Check, payable to the Director of Revenue, State of Missouri, in the amount of \$5.00 for each 500 gallons of wine to be produced, not to exceed \$300.00 (maximum production is 500,000gallons).
3. CRIMINAL RECORD CHECK – Submission of Criminal Record Check issued by the Missouri State Highway Patrol Criminal Records Division dated within six (6) 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, partners, or (Corporation) (Organization) with the correct address of the business to belicensed.
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's or L.L.C.) paid personal property or real estate tax receipt for the year immediately preceding the date of the application.
7. VOTER REGISTRATION – Copy of applicant's, or each partner's, or the managing officer's (Corporation's or L.L.C.) voter's registration card or certificate.
8. PHOTO – Two recent photographs of applicant, or each partner, or the managing officer (Corporation's or L.L.C.) 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)
12. COPY 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.
14. HEALTH INSPECTION – Copy of completed state health inspection.



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RETURN DOCUMENTS TO:

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