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 and notarized.

2. LICENSE FEE – Money Order or Cashier's Check made 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 500,000 gallons).

3. CRIMINAL RECORD CHECK – Submission of a criminal record check issued by the Missouri State Highway Patrol Criminal Records Division (Missouri residents) or the applicable state criminal records division of residency for non-Missourians. Must be dated within six (6) months of the date of application. Must include the individual’s full name, any commonly used aliases, date of birth, and social security number. Record checks are required for the 1) sole owner, all partners, or the managing officer, 2) each officer/director for the applicant entity, and 3) each stock/share holder, trustee, or person owning or controlling, legally or beneficially, directly or indirectly, ten percent or more overall of the applicant entity. Missouri 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 – 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 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.

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 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.
7. 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).

8. PHOTO(S) – Gray-scale or black and white computer printouts are acceptable so long as features are clear.
   a. Recent photograph of the sole owner, each partner, or the managing officer (depending on the business structure) without a hat or sunglasses.
   b. Recent photograph of the front of the building to be licensed and any detached storage areas.

9. 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.

10. 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.

11. 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.

12. HEALTH INSPECTION – Copy of completed state health inspection.
**RETURN DOCUMENTS TO:**

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