



CHECKLIST OF REQUIREMENTS FOR A SEASONAL RESORT 'RENEWAL'

**PROCEDURE FOR RETURNING SEASONAL RESORT LICENSEES WHO WERE
LICENSED THE PREVIOUS YEAR AS SUCH**

ALLOW 10 – 21 DAYS FOR PROCESSING

1. PRIMARY RETAIL APPLICATION – Completed and notarized.
2. LICENSING FEE – Cashier's check or money order made payable to Missouri Director of Revenue for \$25.00 per month the business intends to operate (maximum of eight (8) CONSECUTIVE months or \$200.00).
3. CRIMINAL RECORD CHECK – Must be from the Missouri State Highway Patrol and dated within six (6) months (record checks from third party vendors will not be accepted). Must include the individual's full name and any commonly used alias (es), date of birth, and social security number. Record checks can be obtained same-day via the online portal, or by mail using this link to access the Criminal Record Check Form. Records checks are required for the sole owner (sole proprietor), all partners (partnership), and the managing officer (LLC or corporations). Additionally, all officers and/or directors, and all stock/share holder(s) owning 10% or more overall of the applicant entity.
4. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the entity applying for the license and the correct physical address of the business.
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. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization. *Not applicable to sole proprietors or general partnerships.*
7. SEASONAL RESORT CERTIFICATION – Certification for Seasonal Resort completed and notarized.
8. VERIFICATION OF GROSS RECEIPTS – Seasonal resort schedule of gross receipts. See page 3 of this checklist.



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RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 rd 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



Missouri Department of Public Safety
 Division of Alcohol and Tobacco Control

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MISSOURI DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ALCOHOL AND TOBACCO CONTROL
VERIFICATION OF FOOD AND ALCOHOL SALES/SCHEDULE OF GROSS RECEIPTS

NAME OF CORPORATION, INDIVIDUAL, PARTNERSHIP, LLC							
DOING BUSINESS AS							
ADDRESS							
CITY				STATE		ZIP CODE	
BEGINNING PERIOD				ENDING PERIOD			
BREAKDOWN OF FOOD AND ALCOHOL SALES BY MONTH							
MONTH	FOOD - CONSUMED ON PREMISE	FOOD - CARRY OUT	ALCOHOL	MONTH	FOOD - CONSUMED ON PREMISE	FOOD - CARRY OUT	ALCOHOL
Jan				July			
Feb				Aug			
Mar				Sept			
Apr				Oct			
May				Nov			
June				Dec			
				TOTAL			
GROSS RECEIPTS (ALL SALES)				ALL NON-ALCOHOLIC SALES (I.E., ALL FOOD SALES, DOOR CHARGES, POOL TABLE RECEIPTS, ETC.)			
\$				\$			
<p>I understand that this certification is required by law and by the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control, and I certify under oath that I have examined the attached schedule of Food and Alcohol Sales and the attached Schedule of Gross Receipts and that they are true and accurate.</p>							
SIGNATURE OF M.O., OWNER, PARTNER			DATE	SIGNATURE OF PARTNER			DATE
SIGNATURE OF PARTNER			DATE	SIGNATURE OF PARTNER			DATE

MO 812-1154N (11-04)