



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR CHANGE DESCRIPTION OF LICENSED PREMISES

PROCEDURE FOR CHANGING THE LEGAL DESCRIPTION OF THE LICENSED PREMISES FROM ONE LOCATION TO ANOTHER – OR – UPDATES THE LEGAL DESCRIPTION AT THE CURRENT LOCATION TO ADD/REMOVE CERTAIN AREAS

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION TO CHANGE DESCRIPTION OF LICENSED PREMISES – Completed and notarized. NO FEE REQUIRED.
 - a. If applicant has more than one primary license type (ex. manufacturer and wholesale) then a separate application is required for each primary license type.
2. MISSOURI RETAIL SALES TAX LICENSE – Must list the licensee's new physical address. **NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS**
 - a. Not required for solicitors, manufacturers and/or wholesalers who do not conduct retail sales.
3. PHOTO – Of front of the new building. If not moving, and instead adding/removing areas on the currently licensed location, include a photo of any areas to be added.
4. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Must show the correct legal entity's name and the new address to be licensed. **NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING LICENSED LOCATION**

SPECIAL REQUIREMENTS:

5. FEDERAL LICENSEES – *IF* the licensee holds a federal license through TTB (Alcohol and Tobacco Tax and Trade Bureau), such as a solicitor, manufacturer and/or wholesaler, an updated TTB permit or license is required, showing approval of the new physical address.
6. HEALTH INSPECTION (for by the drink licensees and manufacturers only) - Copy of completed health inspection from the state (manufacturer) or local (retail establishments) health inspector.



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7. TAX BOND (MANUFACTURERS AND SOLICITORS ONLY) – An updated Corporate Bond form with the new physical address properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an updated Assignment of Certificate of Deposit form with the new physical address properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer.

NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS

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