



PROCEDURE FOR UPGRADING OR DOWNGRADING A RETAIL LIQUOR LICENSE

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. PRIMARY RETAIL APPLICATION – Completed and notarized. Note: Photos of managing officer and building are not required if no changes have occurred.
2. PRORATED FEE – Cashier’s check or money order made payable to Missouri Director of Revenue for new license type. See pro-rated schedule below.
3. 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.
4. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days. **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
5. 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.*
6. RESORT CERTIFICATION and/or VERIFICATION OF GROSS RECIEPTS – Required only if applying for full liquor by the drink (spirits, wine and beer) in certain areas. See the [Full Liquor by the Drink – Qualification Questionnaire](#) or contact your district office to see if you must qualify.

**OTHER CONSIDERATIONS:**

- A. If converting from a package license to by the drink (or vice versa), Sunday licenses will not transfer – a new Sunday license application and fee is required, if applicable. (See Sunday License Checklist for prorated fee schedule.)
- B. If upgrading to Retail by Drink (RBD – beer wine and spirits), and any person, corporation, employee, officer, agent, subsidiary, or affiliate of the applicant entity collectively hold MORE THAN five (5) RBD licenses, a letter MUST BE INCLUDED showing how the applicant entity complies with RSMO. 311.260, paragraph 2, subsections 1-4.



Missouri Department of Public Safety  
 Division of Alcohol and Tobacco Control  
 UPGRADE/DOWNGRADE LICENSING CHECKLIST – FOR RETAILERS

Retail License Prorated Fee Schedule <i>(July rate = annual fee)</i>	RBD – Retail by Drink*	OPL – Original Package Liquor	COL – Consumption	5BD – Beer by Drink 5BDW – Beer & Wine by Drink 5OP – Package Beer
July - June 30	\$300.00	\$100.00	\$60.00	\$50.00
Aug - June 30	\$275.00	\$91.67	\$55.00	\$45.83
Sep - June 30	\$250.00	\$83.33	\$50.00	\$41.67
Oct - June 30	\$225.00	\$75.00	\$45.00	\$37.50
Nov - June 30	\$200.00	\$66.67	\$40.00	\$33.33
Dec - June 30	\$175.00	\$58.33	\$35.00	\$29.17
Jan - June 30	\$150.00	\$50.00	\$30.00	\$25.00
Feb - June 30	\$125.00	\$41.67	\$25.00	\$20.83
Mar - June 30	\$100.00	\$33.33	\$20.00	\$16.67
Apr - June 30	\$75.00	\$25.00	\$15.00	\$12.50
May - June 30	\$50.00	\$16.67	\$10.00	\$8.33
Jun 1 - June 30	\$25.00	\$8.33	\$5.00	\$4.17

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

\*RBD variant licenses (*retail by drink including beer, wine and spirits*) included under this fee bracket are: RBD, RBDB (*boat*), RBDE (*exempt organizations*), RBDK (*entertainment district*), RBDM (*mall*), and RBDR (*resort*).

If applying for a Retail by Drink Resort Temporary or Retail by Drink Seasonal Resort Temporary, the fee amount is \$75.00 (equal to three (3) months or 90 days of RBD fees).

Notes:

- The beer only licenses (5BD and 5OP) are the only 7-day/week licenses that do not require a separate Sunday license to conduct Sunday sales.
- The COL license is a Monday through Saturday license. There are no statutory provisions to allow for Sunday licensure.
- The 5BD and 5OP license are Monday through Sunday licenses and do not require a separate Sunday license application.



**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> 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
(816) 743-8888	(573) 526-4026	(314) 416-6280
<b>Servicing:</b> Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth	<b>Servicing:</b> Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclède, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Vernon, Warren, Washington, Webster, Wright	<b>Servicing:</b> 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