



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALCOHOL AND TOBACCO CONTROL  
**APPLICATION FOR OFF-SITE STORAGE**

I/We \_\_\_\_\_  
(LEGAL NAME OF BUSINESS ENTITY)

being the holder of \_\_\_\_\_  
(STATE LICENSE TYPE(S)) (STATE LICENSE NUMBER(S))

issued by the Supervisor of Alcohol and Tobacco Control of the State of Missouri do hereby make application to add the following off-site location as an approved place of storage for intoxicating liquor:

\_\_\_\_\_  
(PHYSICAL ADDRESS OF STORAGE LOCATION)

## IMPORTANT

In accordance with 11 CSR 70-2.140(3), licensees shall keep complete and accurate records pertaining to their businesses, which would include records pertaining to any off-site storage areas. Additionally, in accordance with 11 CSR 70-2.140(2), all buildings used in connection with the operations carried on under the license, and all places where the licensee keeps or has liquor stored, may be inspected by the supervisor of alcohol and tobacco control and his/her agents.

Licensees required to file monthly inventory reports in accordance with 11 CSR 70-2.090(2) must report the *total* inventory of all applicable alcohol produced, sold, and/or stored by the licensee at their licensed premises and any off-site storage location(s).

The business is prohibited from manufacturing, selling or exposing for sale any intoxicating liquor at this location without first obtaining the appropriate liquor license.

The licensee is required to report any change of fact contained herein within fifteen (15) days!

### DECLARATION UNDER PENALTY OF SECTION 575.060, RSMo.

I declare that all statements or representations contained or attained to this form are made under oath or affirmation and are true and correct to the best of my knowledge and belief under penalty of Section 575.060, RSMo, which specifies that anyone who makes a false statement in writing with intent to mislead a public official in the performance of his official duties is guilty of a class B misdemeanor.

SIGNATURE OF OWNER, MANAGING OFFICER, OR PARTNER	DATE	SIGNATURE OF PARTNER	DATE
SIGNATURE OF PARTNER (IF THERE ARE MORE THAN TWO)	DATE	SIGNATURE OF PARTNER (IF THERE ARE MORE THAN THREE)	DATE

**APPROVED BY**

AGENT	DISTRICT SUPERVISOR
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STATE SUPERVISOR



**CHECKLIST OF REQUIREMENTS FOR REQUESTING OFF-SITE STORAGE**

**PROCEDURE FOR MISSOURI LIQUOR LICENSE HOLDERS TO REQUEST OFF-SITE STORAGE  
 IN ACCORDANCE WITH RSMo. 311.370 AND 11 CSR 70-2.140(5)**

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. APPLICATION – Completed and signed Application for Off-Site Storage.
2. PHOTO – Of front of the new building/unit.
3. PROPERTY OWNER PERMISSION – Copy of the signed lease, deed, rental agreement or other form of property owner permission giving the sole owner, all partners, or legal entity permission to operate at the designated storage location. The document submitted must show the applicant’s correct legal name and the physical address of the storage location.
4. TTB PERMIT (if applicable) - If untaxed liquor is stored off the licensed premises, a bonded warehouse permit from TTB for a non-contiguous location must be submitted with the request for off-site storage for that particular 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 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing:</b> 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  <b>Servicing:</b> 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  <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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing:</b> 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