



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF ALCOHOL AND TOBACCO CONTROL  
**UNLICENSED STORAGE - POINT OF CONTACT**

**BUSINESS INFORMATION**

LEGAL NAME OF ENTITY

DOING BUSINESS AS

BUSINESS TELEPHONE NUMBER

PHYSICAL ADDRESS OF STORAGE FACILITY (STREET ADDRESS)

CITY, STATE, ZIP CODE

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

**POINT OF CONTACT INFORMATION**

ATTACH PHOTOGRAPH OF  
POINT OF CONTACT

LAST NAME	FIRST NAME	MIDDLE INITIAL
DATE OF BIRTH	PLACE OF BIRTH	SOCIAL SECURITY NUMBER
HOME PHONE NUMBER	CELL PHONE NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F
HOME ADDRESS	CITY	STATE & ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE & ZIP CODE
E-MAIL ADDRESS		

**IMPORTANT**

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

The business is required to report all intoxicating liquor received/shipped on or before the 15th of each month in accordance with reporting guidelines detailed on the Checklist of Requirements - Notice of Intent to Keep/Store Intoxicating Liquor.

The business 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 in or attained to this form are made under oath or affirmation and are true and correct to my best 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 POINT OF CONTACT

DATE

**FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW**

Based on the information contained herein, the undersigned has reviewed this record for completion and forwarded the same to be filed with any previous filings related to this entity's unlicensed storage facility at this location.

AUDITOR

DATE

AGENT

DATE



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

**CHECKLIST OF REQUIREMENTS – NOTICE OF INTENT TO KEEP/STORE  
INTOXICATING LIQUOR**

**PROCEDURE FOR A PERSON, FIRM, PARTNERSHIP, CORPORATION OR OTHER LEGAL  
ENTITY TO NOTIFY THE STATE SUPERVISOR IN THEIR INTENT TO KEEP/STORE  
INTOXICATING LIQUOR IN ANY WAREHOUSE OR OTHER STORAGE PLACE, IN  
ACCORDANCE WITH RSMO. 311.370**

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. NOTICE OF INTENT – Completed Notice of Intent to Keep/Store Intoxicating Liquor form
2. POINT OF CONTACT – Completed Unlicensed Storage – Point of Contact form
3. PHOTO – Of the front of the storage building/unit.
4. PROPERTY OWNER PERMISSION – Copy of a signed lease, deed, rental agreement or other form of property owner permission giving the person, firm, partnership, corporation or other legal entity permission to operate at the designated storage location. The document submitted must show the entity's correct legal name and the physical address of the storage location.

**RETURN DOCUMENTS TO:**

The above documents may be submitted by mail or email as follows:

- Email:  
[Bradley.Mcdowell@dps.mo.gov](mailto:Bradley.Mcdowell@dps.mo.gov) with the phrase “**notice of intent**” in the subject line and the above documents attached
- Mail:  
Division of Alcohol and Tobacco Control  
Attn: Brad McDowell  
1738 E. Elm St – Lower Level  
Jefferson City, MO 65101

**OTHER NOTES:**

- ❖ Following receipt of a Notice of Intent to Keep/Store Intoxicating Liquor packet, the division will review and respond in writing.



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

**CHECKLIST OF REQUIREMENTS – NOTICE OF INTENT TO KEEP/STORE  
INTOXICATING LIQUOR**

- ❖ Under section 311.370, RSMo, warehouse/storage operators are required to report all shipments of intoxicating liquor received and/or sent.
  - To meet this REPORTING REQUIREMENT, warehouse/storage operators must submit a monthly report using the Unlicensed Storage Reporting spreadsheet (template available on our website) on or before the 15<sup>th</sup> of each month to Deputy Chief Brad McDowell at [Bradley.Mcdowell@dps.mo.gov](mailto:Bradley.Mcdowell@dps.mo.gov) with the phrase "**storage report**" in the subject line.
- ❖ Changes to the business information or point of contact submitted Unlicensed Storage – Point of Contact form must be submitted to the Division within fifteen (15) days in the same manner as listed in the Return To section above, using the phrase "**point of contact**" in the subject line.