Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR WINE DIRECT SHIPPER LICENSE

PROCEDURE APPLYING FOR A WINE DIRECT SHIPPER LICENSE (pursuant to Section 311.185 RSMo)

ALLOW A MINIMUM OF 30 DAYS FOR PROCESSING[1]

1. APPLICATION FOR WINE DIRECT SHIPPER LICENSE – Complete online.

2. NATURALIZATION CERTIFICATE OR PASSPORT – If the sole owner, any partner, or the managing officer was born outside the U.S., a copy of that individual's naturalization certificate or valid U.S. Passport is required.

3. CRIMINAL RECORD CHECK – A criminal record check dated within six (6) months of the date of application, which includes the 1) individual's full name and any commonly used aliases, 2) date of birth, and 3) social security number. Record checks are required for the 1) sole owner, all partners, or the managing officer (based on the business structure), 2) each officer/director for the applicant entity (regardless of ownership percentage), and 3) each shareholder, member or person owning, legally or beneficially, directly or indirectly, ten percent or more of the stock or interest in the business. See Reporting Corporate Structure.

    a. **Missouri Residents:** Submission of a criminal record check issued by the Missouri State Highway Patrol Criminal Records Division. Missouri record checks can be obtained online or by mail using this link to access the Criminal Record Check Form. https://www.machs.mo.gov/MACHSFP/home.html
    b. **Non-Missouri Residents:** A criminal record check issued from the individual's state in which they reside. criminal-record-resources.pdf (mo.gov)

4. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name*, and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license. *Note:* RSMo. 417.200 requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the secretary of state. *Additionally, 11 CSR 70-2.140(23) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.* Only required if shipping over $100,000 into Missouri for retail sales.

[1] Processing times may vary based on seasonal demands.

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. Only required if shipping over $100,000 into Missouri for retail sales.

6. PHOTO(S) – Gray-scale or black and white computer printouts are acceptable so long as features are clear. Recent photograph of the sole owner, each partner, or the managing officer(depending on the business structure) without a hat or sunglasses.

    a. Recent photograph of the front of the building to be licensed and any detached storage areas.

7. CERTIFICATE OF GOOD STANDING – From the Secretary of State or applicable state authority, dated within 90 days for the applicant organization. Not applicable to sole proprietors or general partnerships. Entities applying within 90 days of forming the entity may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.

8. APPLICATION ATTESTATION – This form must be completed and notarized by the sole owner, all partners, or managing officer and attach as an upload document with the new application.

9. ALCOHOL MANUFACTURE LICENSE FROM YOUR STATE – Copy of your current state-issued alcoholic manufacturer license.

10. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).

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REVIEWED BY:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63rd 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 (Missouri): 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 (Missouri):** 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 (Missouri):** 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 (Missouri):** 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
Non-Missouri: Applicants with a legal name beginning with DIGITS or the letter A through F (exclude the word "The" when determining which district to submit to).	**Non-Missouri:** Applicants with a legal name beginning with the letter G through O (exclude the word "The" when determining which district to submit to).	**Non-Missouri:** Applicants with a legal name beginning with the letter P through Q (exclude the word "The" when determining which district to submit to).	**Non-Missouri:** Applicants with a legal name beginning with the letter R through Z (exclude the word "The" when determining which district to submit to).