



## CHECKLIST OF REQUIREMENTS FOR ALCOHOL CARRIERS LICENSE

### PROCEDURE APPLYING FOR AN ALCOHOL CARRIERS LICENSE (pursuant to section 311.185.4 RSMo)

## ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR ALCOHOL CARRIERS – Completed and notarized.
2. NATURALIZATION CERTIFICATE OR PASSPORT – If the sole owner, any partner, or the managing officer of an entity 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.
  - **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>
  - **Non-Missouri Residents:** A criminal record check issued from the individual's state in which they reside. [criminal-record-resources.pdf \(mo.gov\)](#)
4. 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.
5. 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.
6. REPORTING OWNERSHIP AS AN ENTITY – See 11 CSR 70-2.020(5) for guidance.



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7. TRUSTS – See 11 CSR 70-2.020(20) for guidance. Additionally, the following must be supplied at the time of application:

- Completed mandatory attestation form (available on our website Licensing/Other Licensing Forms);
- Certification of trust

### RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
<p>Division of Alcohol &amp; Tobacco Control 8800 E. 63<sup>rd</sup> Street, Ste. 180 Raytown, MO 64133</p> <p>(816) 743-8888</p> <p><b>Servicing (Missouri):</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</p> <p><b>Non-Missouri:</b> 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).</p>	<p>Division of Alcohol &amp; Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101</p> <p>(573) 526-4026</p> <p><b>Servicing (Missouri):</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</p> <p><b>Non-Missouri:</b> Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).</p>	<p>Division of Alcohol &amp; Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125</p> <p>(314) 416-6280</p> <p><b>Servicing (Missouri):</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</p> <p><b>Non-Missouri:</b> Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).</p>	<p>Division of Alcohol &amp; Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806</p> <p>(417) 895-5004</p> <p><b>Servicing (Missouri):</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</p> <p><b>Non-Missouri:</b> Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).</p>