

DIVISION OF ALCOHOL AND TOBACCO CONTROL

Jeremiah W. (Jay) Nixon
Governor

John M. Britt
Director, Public Safety



Lafayette E. Lacy
State Supervisor

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Deputy Supervisor

Date: March 3, 2010

To: Retail Industry Members

Re: Keg Tag Registration Changes

Due to budget constraints, the Missouri Division of Alcohol and Tobacco Control will no longer be able to mail keg tag booklets to retailers at state expense. However, as a convenience to retailers, the Division will continue to mail keg tag booklets to retailers that send **prepaid postage, self-addressed envelopes to our Central Office.**

In addition, the Division will have keg tag booklets and keg identification forms available at each District Office--Jefferson City, Kansas City and St. Louis.

The keg tag booklets have 20 tags per booklet. In order for keg tag booklets to be obtained by mail, retailers must provide the Central Office, in Jefferson City, with a prepaid postage envelope of the appropriate size for the number of booklets being ordered. When mailing your prepaid postage envelope, please include the licensee name, license number, contact person and phone number and the number of tags being requested.

The cost to mail tag booklets is based on the number of tags being ordered. The maximum number of tags that may be ordered at one time is 200 tags (ten booklets). The tags still must be ordered by the booklet, not individually.

See the chart below for the amount of postage required to mail keg registration tag booklets. Again, requests must be sent to 1738 East Elm St, Lower Level, Attn: Gina Rustemeyer Jefferson City, Missouri 65101.

Booklets Ordered	Postage	Minimum Envelope size	Booklets Ordered	Postage	Minimum Envelope size
1 (20 TAGS)	\$1.56	AT LEAST 11" X 14"	6 (120 TAGS)	\$4.95	AT LEAST 11" X 14"
2 (40 TAGS)	\$2.07	AT LEAST 11" X 14"	7 (140 TAGS)	\$4.95	AT LEAST 11" X 14"
3 (60 TAGS)	\$2.58	AT LEAST 11" X 14"	8 (160 TAGS)	\$4.95	AT LEAST 11" X 14"
4 (80 TAGS)	\$4.95	AT LEAST 11" X 14"	9 (180 TAGS)	\$4.95	AT LEAST 11" X 14"
5 (100 TAGS)	\$4.95	AT LEAST 11" X 14"	10 (200 TAGS)	\$4.95	AT LEAST 11" X 14"

1738 E. Elm, Lower Level, Jefferson City, MO 65101
P.O. Box 837, Jefferson City, Missouri 65102-0837
Voice 573-751-2333; FAX 573-526-4540

<http://www.atc.dps.mo.gov>



KEG TAG REORDER FORM

(PLEASE PRINT)

Name of Business: _____

Mailing Address: _____

(P.O. Box or Street Address)

(City)

(State)

(Zip Code)

License Number: _____

Contact Person: _____

Contact Number: _____

Number of Tags Needed: _____

In Addition:

Keg Tags can be obtained in person at any of the Division of Alcohol and Tobacco Control offices located in Kansas City, St. Louis and Jefferson City. Please visit the website at www.atc.dps.mo.gov for office locations. If you have any questions, please call Gina Rustemeyer at (573) 526-2774.