



CHECKLIST OF REQUIREMENTS FOR WINE DIRECT SHIPPER LICENSE

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

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR WINE DIRECT SHIPPER LICENSE – Completed and notarized.
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 – Submission of a criminal record check issued by the Missouri State Highway Patrol Criminal Records Division (Missouri residents) or the applicable state criminal records division of residency for non-Missourians. Must be dated within six (6) months of the date of application. Must include the individual’s full name, any commonly used aliases, date of birth, and social security number. Record checks are required for the 1) sole owner, all partners, or the managing officer, 2) each officer/director for the applicant entity, and 3) each stock/share holder, trustee, or person owning or controlling, legally or beneficially, directly or indirectly, ten percent or more overall of the applicant entity. Missouri record checks can be obtained [online](#) or by mail using this [link](#) to access the Criminal Record Check Form.
4. MISSOURI RETAIL SALES TAX LICENSE – Copy of *Missouri Retail Sales Tax license* in the name of the applicant, partners, or Corporation or Organization with the correct address of the business to be licensed (only necessary if the Solicitor plans to sell merchandise/items to consumers). Only required if shipping over \$100,000 into Missouri for retail sales.
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.



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6. PHOTO(S) – Gray-scale or black and white computer printouts are acceptable so long as features are clear.
 - a. Recent photograph of the sole owner, each partner, or the managing officer (depending on the business structure) without a hat or sunglasses.
 - b. 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. ALCOHOL MANUFACTURE LICENSE FROM YOUR STATE – Copy of your current state-issued alcoholic manufacturer license.
9. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).



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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 rd 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).