

Checklist for DBA name change

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements will be completed by the investigator working on your case

Have Need

___ ___ **Investigator requirement** – Verification that the business does have a current liquor license (**attach a copy**)

All of the following information listed below must be submitted by the applicant

Have Need

___ ___ Liquor license application (**must be signed and notarized**)

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used)

___ ___ Fictitious Name Registration (**If D/B/A is different than the corporate name**) from State Office Building in KCMO, 615 E. 13th St., Kansas City, MO; (816) 889-2925

___ ___ Other items that may be requested by the investigator

12-19-2009