

Checklist for change or addition to ownership (liquor)

Date of interview _____ Investigator _____

DBA name and address _____

Type of liquor establishment _____

- An application for a **sale of an existing business** is used when any person intending to acquire **any ownership** interest in an existing business that is owned by an individual, partnership or limited liability company, as distinguished from a corporation, **or** any person intending to acquire **ten percent or more ownership** in a corporation that is a sole owner, a partner or member in a limited liability company that owns an existing business – **Sec 10-266**
- An application for a **change in ownership** is used when any person intending to acquire **less than ten percent ownership** in a corporation that is a sole owner, a partner or member in a limited liability company that owns an existing business – **Sec 10-266**
- If the business is owned by a sole owner (the business is not a corporation or LLC), **only** the owner is eligible to be the managing officer

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

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

___ **Investigator requirement** – Check the server and master file of the current licensee to see if a “conditional license” has been issued at this location. Is a conditional license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly.

*In order to begin processing a liquor application, an **applicant** must submit the following*

___ Liquor license application – **must be signed and notarized**

___ \$250 application fee – check or money order made out to the city treasurer. **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ \$41 processing fee per person for a criminal history record check to include all cities, states, and countries where applicant(s) has resided. This includes the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business – check made out to the city treasurer. If the appointed managing officer is an active, practicing lawyer in the State of Missouri, a criminal history record check is not required but he must submit a copy of his bar association card

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

Have Need

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

___ ___ **LLC only** – A copy of the **operating agreement** listing all of the members and managers of the LLC
Corporation only – A copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held

Partnership only – A copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – The managing partner must be noted on the application

___ ___ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or certificate of incorporation (corporation) – **from the State of Missouri** State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

___ ___ Fictitious name registration (**If DBA is different than the corporate name**) – from State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

- ___ ___ Letter of resignation from the outgoing managing officer **or** corporate minutes reflecting the termination of the outgoing managing officer

- ___ ___ Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

- ___ ___ Two recent passport-style photos (without hat) of any new incoming personnel who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

- ___ ___ A **schedule P form** must be filled out for the managing officer and anyone who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) – **form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

- ___ ___ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**

- ___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- ___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574 – **contingency item**