Checklist for Change of Managing Officer

Investigator: _____

D/B/A Name and Address: _____

- If the business is owned by a sole owner (not a corporation, LLC, partnership…), **only** the owner is eligible to be the Managing Officer

The following will be completed by the Investigator working on your case:

____ **Investigators Requirement** – Verification & copies of the current **City & State** liquor licenses

____ **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

____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

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

____ Liquor License Application (**must be signed & notarized). Form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)

____ $35 Application fee - check made out to the City Treasurer

Have	***Need***	
___	___	$42 processing fee per person for a criminal history record check to include all cities, states, & countries where Applicant's have resided. This will include the *Managing Officer* and anyone who owns **more than 10%** of the stock in the business or owns **more than 10%** of the business - check made out to the City Treasurer. If the appointed Managing Officer is an active practicing attorney in the State of Missouri, a criminal history record check is not required but they must submit a copy of their bar card
___	___	Consultant consent form signed by the applicant (only applicable if a consultant is used)
___	___	Letter of resignation from the outgoing Managing Officer ***or*** Corporate minutes reflecting the termination of the outgoing Managing Officer
___	___	Managing Officer Appoint Form completed (Managing Officer must reside in Missouri) **- Form provided by Regulated Industries** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
___	___	Two (2) recent passport style photos (without hat) of the incoming managing Officer.
___	___	The *managing officer* must fill out a Schedule P. No license for the sale of alcoholic beverages shall be issued to any person who is not of good moral character **(Section 10-181 & 10-185) – form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
___	___	A copy of the Managing Officers Missouri Drivers License – **Must be a Missouri resident & U.S. citizen**
___	___	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
___	___	Other items which may be requested by the investigator

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**