

Checklist for death of a licensee (sole owner only)

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements 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. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ A \$41 processing fee per person (check made out to the city treasurer) 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. 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 must be submitted by the applicant

Have Need

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ ___ A certified copy of the death certificate of the deceased licensee

___ ___ **LLC only** – a copy of the **operating agreement** listing 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 or the **Articles of Incorporation**
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 a 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 the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

___ ___ 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/>)

___ ___ 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

Have Need

— — 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**

Have Need

___ ___ The managing officer and anyone who owns **more than 10 percent** of the stock in the location or anyone who owns **more than 10 percent** of the business or if any of the money for purchase is from a private source, they must fill out a Schedule P. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest 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/>)

___ ___ Other items that 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**

Sec. 10-262. Death of retail licensee.

In the event of the death of a retail licensee:

- (1) Any bona fide relative of the deceased licensee, who shall meet the individual requirements of this chapter, may continue to operate the business of the licensee for the remainder of the period for which a license fee has been paid, and it shall not be necessary for the relative to secure a new license until the expiration of the license issued to the deceased licensee.
- (2) The surviving relative shall report the death of the deceased licensee and furnish other information to the director as may be necessary to determine whether the relative is qualified to hold a license under this chapter within 30 days of the death of the retail licensee.
- (3) The prescribed time for filing an application for license renewal shall be extended up to 120 days.

(Ord. No. 000056, § A, 2-22-00)