City of Kansas City, Mo.
Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 784-9000

Employee liquor permit application

Applications are accepted from 8:00 a.m. to 4:30 p.m. Monday – Friday at the Regulated Industries Division office. All applicants must be authorized to work in the United States. In order to submit an application for an employee liquor permit, applicants must submit a $42 non-refundable application fee (checks are not accepted), a valid state issued driver's license or ID, and a Social Security card without employment restriction.

If an applicant is unable to submit a Social Security card, the application will be accepted but the applicant will be required to pick up the employee liquor permit in person at which time they ***must*** submit their Social Security card. If an applicant fails to submit their correct social security number, they will be required to pay an additional $42 dollars to complete a second background check and a second temporary permit ***will not*** be issued.

If an applicant submits a Social Security account number card ***with*** an employment restriction, they will need to submit one of the following: non-emergency U.S. passport, permanent resident card (i.e., green card), or employment authorization card. Fake, false or altered identification cards will be confiscated.

There are restrictions under section 10-291 of the Code of Ordinances of the City of Kansas City, Missouri, that may prohibit you from receiving an employee liquor permit. Please read below to determine your eligibility:

- An employee liquor permit shall not be issued to any person who is not at least 21 years of age. Persons 18 through 20 years of age may receive an employee liquor permit with additional restrictions and limitations. Please see section 10-373 of the Code of Ordinances of the City of Kansas City, Missouri for more details
- An employee liquor permit shall not be issued to any person who is a dangerous offender, persistent sexual offender or predatory sexual offender
- An employee liquor permit shall not be issued to any person who has been found guilty of, pleaded guilty to, pleaded nolle contendere to or been convicted of a felony (federal or any state) for murder, voluntary manslaughter, forcible rape, forcible sodomy, kidnapping, false imprisonment, first degree child molestation, second degree child molestation, sexual abuse or an attempt to commit any of the preceding crimes or an offense of a similar nature in other states as determined by the director
- An employee liquor permit shall not be issued to any person who within eight years of the date of application has been found guilty of, pleaded guilty to, pleaded nolle contendere to or been convicted of a felony (federal or any state) or has been released from confinement for a felony conviction, whichever is latest, involving a crime against a person or an offense of a similar nature in other states as determined by the director
- An employee liquor permit shall not be issued to any person who within four years of the date of application has been found guilty of, pleaded guilty to, pleaded nolle contendere to or been convicted of a felony (federal or any state) or has been released from confinement for a felony conviction., whichever is latest, involving a crime against property, sale or possession of controlled substances or illegal drugs or narcotics, intent to distribute controlled substances or illegal drugs or narcotics, DUI or an offense of a similar nature in other states as determined by the director
- An employee liquor permit shall not be issued to any person who has been issued an alcoholic beverage license or permit from this or any other city or state that is currently suspended, or that has been revoked within 5 years immediately preceding the application.

Name _____ Phone _____
First Middle Last

Address _____
Number Street City/State Apartment # Zip Code

Driver's license or state ID number _____State where issued _____

Height _____ Weight _____ Gender ____ Color of eyes _____Color of hair _____

Social Security number _____-_____-_____ Date of birth _____ / _____ / _____
Month Day Year

At which business will you be working where an employee liquor permit is required? _____

_____

Is this the first time that you have applied for an employee liquor permit from the City of Kansas City, Missouri? ☐Yes ☐No

Have you ever been denied an employee liquor permit or had one suspended or revoked? ☐Yes ☐No
If **yes**, provide the following information:

Date	**Reason for suspension/revocation**	**Where (city and state)**
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? ☐Yes ☐ No If yes, provide the following information:

Date	**Offense/Conviction charge**	**Where (city and state)**
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you were incarcerated, you must provide the date of your release: _____.

You may request to have your liquor permit mailed to you at the address you indicated above. If you choose to have your permit mailed to you and your permit is returned to us, you will be required to return to Regulated Industries to pick up your permit. If you choose to have your permit mailed to you and your permit is lost in the mail, you will be required to return to Regulated Industries and **pay a $10 replacement fee** before your permit will be issued. Please choose one of the following options:

☐ Please mail my liquor permit to me for an **additional 50 cents**

☐ I will return to Regulated Industries Division to pick up my permit (**required if Social Security account number card not submitted with application**)

I hereby authorize law enforcement, probation and parole agencies to release all information pertaining to my criminal record and I authorize a Social Security number trace. I understand that furnishing false or incomplete information on this application may be grounds for denial of the permit. I also understand that there is no refund of the fee which accompanies this application if, for any reason, it is denied.

I have familiarized myself with the provision of Chapters 10 and 50, code of general ordinances of the City of Kansas City, Missouri and agree to comply with these provisions in the conduct of this business and I will not violate any of the ordinances of the city, laws of the state or laws of the United States in the conduct of the business.

Applicant's signature _____ Date _____

Office use only

Did the criminal background investigation prove the applicant to be a ***prohibited*** felon? ☐ Yes ☐ No

An employee liquor permit was ☐ Approved ☐ Denied

Process by _____ Date ____ / ____ / _____ Certificate # _____
Customer Service Representative Month Day Year