

Checklist for Change of Managing Officer

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

- 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 that the business does have a current liquor license (**attach a copy**).

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

___ Liquor License Application (**must be signed & notarized.**)

___ \$35 Application fee - check made out to the City Treasurer.

___ \$40 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.

Have **Need**

___ ___ 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://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

___ ___ Two (2) recent passport style photos (without hat) of the incoming managing Officer.

___ ___ Schedule P for the *Managing Officer*. No license for the sale of alcoholic beverages shall be issued where any felon or any person not of good moral character 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. (**sec 10-185**). **Form provided by Regulated Industries** (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

___ ___ A copy of the Managing Officers Missouri Drivers License – **Must be a Missouri resident & U.S. citizen.**

___ ___ Residency documents (certificate of naturalization, work permit...) if not born in the U.S. for anyone who owns **more than 10%** stock in the location, owns **more than 10%** of the business, and the Managing Officer.

___ ___ Other items which may be requested by the investigator.