

# Checklist for Death of a Licensee (Sole Owner Only)

Investigator: \_\_\_\_\_

D/B/A Name and Address: \_\_\_\_\_

Date Application Assigned: \_\_\_\_\_ Date Case Completed: \_\_\_\_\_

*The following requirements 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**).

\_\_\_ \$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.

*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).

\_\_\_    \_\_\_    A certified copy of the Death Certificate of the deceased licensee.

\_\_\_    \_\_\_    **LLC Only** – A copy of the OPERATING AGREEMENT listing all of the members and managers of the LLC, or;

**Corporation Only** – A copy of the BYLAWS and all amendments *and* organizational minutes, verifying all corporate officers, share holders and number of shares held, or;

**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, 615 E. 13<sup>th</sup> Street, (816) 889-2672

\_\_\_    \_\_\_    Fictitious Name Registration (**If D/B/A is different than the corporate name**) from State Office Building, 615 E. 13<sup>th</sup> St., (816) 889-2672

\_\_\_    \_\_\_    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](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument))

\_\_\_    \_\_\_    Two (2) recent passport style photos (without hat) of the Managing Officer and anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business

\_\_\_    \_\_\_    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.

Have    Need

- \_\_\_    \_\_\_    Schedule P for the *Managing Officer* and anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** 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 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](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument))
- \_\_\_    \_\_\_    Other items which may be requested by the investigator.

## **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)

5-1-2008