

Checklist for Change of Managing Officer

Investigator _____

DBA name and address _____

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

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

___ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, you must ensure that the conditions stay in place even though the license is being transferred.

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

___ **Investigator requirement** – Before submitting the case for final approval, *except for the application, any drivers' licenses, and schedules P's*, upload all documents into the software system for digital record keeping. Upload the application once it has been signed and approved/disapproved by management.

___ **Investigator requirement** – *After the case has been granted final approval*, upload all schedule P's and/or drivers licenses to the server in the file titled "Drivers Licenses & Schedule P's" (titled: last name first and document name such as "Kent, Clark – Schedule P"). Shred paper documents once this has been done.

All of the following information must be submitted by the applicant

Have Need

___ ___ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<https://www.kcmo.gov/home/showpublisheddocument/9255/638031503070300000>)

Have Need

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

Have Need

___ ___ A \$25.50 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 will include the *managing officer* and anyone who owns **10 percent or more** of the stock in the business or owns **10 percent or more** of the business. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation – **Section 10-162(b)** – **only if applicable**

Have Need

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Form** (<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)

Have Need

___ ___ Letter of resignation from the outgoing Managing Officer **or** Corporate minutes reflecting the termination of the outgoing Managing Officer

Have Need

___ ___ Managing officer appointment form (must reside in Missouri) – **form provided by Regulated Industries** (<https://www.kcmo.gov/home/showpublisheddocument/9329/638033104901800000>)

Have Need

___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

Have Need

___ ___ A copy of the managing officer's Missouri driver's license – **Missouri resident and U.S. citizen**

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**) (<https://www.kcmo.gov/home/showpublisheddocument/8215/637836312122030000>)

Have Need

___ ___ 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

___ ___ Stock purchase agreement – **only if applicable**

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 – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 743-8888 – **contingency item**

9-19-2024