

CITY LIQUOR LICENSE APPLICATION PROCEDURE
REASON FOR NEW APPLICATION:

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|---|---|--------------------------------------|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Change Bus. Name | <input type="checkbox"/> Add Manager |
| <input type="checkbox"/> Delete Manager | <input type="checkbox"/> New Mng. Officer | |
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Applicant must be a legal voter and taxpaying citizen of A COUNTY IN MISSOURI in order to qualify for liquor license. You must have documents to prove citizenship if the person is a legalized citizen.

1. Apply for State of Missouri license with Kelly Turner, State Division of Liquor Control at 417-895-6565. **FINGERPRINT RESULTS FROM THE STATE MUST BE DATED WITHIN 60 DAYS PRIOR TO TURNING IN PAPERWORK TO KELLY TURNER.**
2. Pick up City of Joplin application forms from Police Records Division, 303 East 3rd, Joplin, MO., 417-623-3131, ext 449 or 432
3. Managing officers (liquor license) must be fingerprinted.
4. Integrated Biometric Technology located at 507 S. Main Joplin, MO. 64804 will do fingerprinting. You must call and schedule an appointment at 1-866-522-7067. The ORI # MO920620Z. It takes about 10 to 14 business days for those to come back to us. **YOU MUST HAVE STATE & FEDERAL PRINTS.** It cost \$52.20
5. Inspection of Business:
 - A. Health Department623-6122, ext. 280
 - B. Building Inspector.....624-0820, ext. 522
 - C. Fire Department.....623-0403, ext. 307
 - D. Zoning Department.....624-0820, ext. 510 or 511
6. You must have the following information on file in Police Records before your application can be considered by the Director of Finance.
 - Liquor License Application, completed and notarized
 - One page Personal Application
 - Fingerprint results
 - Emergency Information Card
 - Copy of your driver's license

- Completed building inspection card
 - Incorporation or LLC papers which include owners of business
 - One photo of front of (completed) business
 - One photo of owner/s-managers (person who will have liquor license)
7. A local background check will be done by Police Records.
 8. Letter will be addressed to Kelly Turner indicating compliance with all City requirements.
 9. Planning Department will review file and application and forward to Director of Finance.
 10. Director of Finance will review file and application.
 11. After Director of Finance signs letter, file will be sent to City Attorney for review and approval.
 12. You will be notified when the letter is ready to be picked up. Take the letter to Kelly Turner. After you receive State License, please contact Linda Foulks, Finance Department, 602 Main (3rd Floor), for your Joplin City license.
 13. You can have your fingerprints done in Jefferson City thru the Missouri State Highway Patrol. You must wait to have them done and processed.

Instat State Criminal Check
1510 E. Elm
Jefferson City, MO. 65102
573-526-6153
Checks are done from 9:00 am to 3:00pm
Monday thru Friday

(Take Exit 50 off Highway 54 and then Clark Ave exit off of Highway 50)