

Licensing Procedures

1. Apply for State of Missouri license with Special Agent Will Ayer. He is located at 1738 E. Elm, Lower level, Jefferson City, MO 65101. 1-573-751-5454. **FINGERPRINT RESULTS FROM THE STATE MUST BE DATED WITHIN 60 DAYS PRIOR TO TURNING IN PAPERWORK TO THE STATE.**

2. Pick up City of Joplin application forms from the Police Records Division located at 303 E. 3rd St, Joplin, MO 64801. 417-623-3131 ext. 449 or 432.

3. Managing officers (liquor license) must be fingerprinted.

4. **YOU MUST HAVE STATE & FEDERAL PRINTS.** The charge for fingerprinting is \$50.00 and services are available at the Joplin Police Department on Tuesdays and Fridays between 1pm and 4pm. Contact Police Records at 417-623-3131.

5. Inspection of Business: (Each department will need to sign off before letter will be issued)
 - a. Health Department.....623-6122 ext. 280
 - b. Building Inspector.....624-0820 ext. 521
 - c. Fire Department.....623-0403 ext. 307
 - d. Zoning Department.....624-0820 ext. 510 or 511