

CITY OF INDEPENDENCE, MISSOURI

APPLICATION PROCEDURES FOR ADDITION OF CORPORATE OFFICER OR LLC MEMBER

1. **APPLICATION** - (form provided) - To be filed **in duplicate** by applicant. **An original signature and notarization is required on each copy.**
2. **ELECTION OF OFFICERS AND STOCK SHARES ISSUED** - Minutes of a corporate meeting or meeting of LLC members electing officers, and giving a breakdown of stock or membership shares held by all persons.
3. **CRIMINAL RECORD CHECK - NEED TWO ORIGINALS** - (form furnished) - The State of Missouri charges a fee for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. **YOU must apply for and submit an original** State of Missouri Criminal Record History for the **new Corporate Officer**. The Missouri Highway Patrol has notified the City that the processing time for a criminal record check is approximately six weeks if processed by mail.

The Missouri State Highway Patrol now provides the ability to request a criminal background check on their website at www.machs.mshp.dps.mo.gov. You may contact the State office at the (573) 526-6153 regarding fees for this service.

The **original** criminal record check **must be submitted** to the License Division with the application. **Second original will be used for your State of Missouri Liquor License.**

4. If there has been a change in stock or ownership, which equals 50% or more, due to this change of corporate officer a new application will be required.

If there has been no change in stock or ownership a City Approval Letter is not required.

CITY OFFICE

Independence License Division
111 East Maple
Independence, Missouri
Telephone: 816-325-7079

STATE OFFICE

MO Division of Liquor Control
www.atc.dps.mo.gov
Telephone: 573-751-2333

COUNTY OFFICE

Jackson County Collections
Liquor/Amusement Section
306 West Kansas
Independence, Missouri
Telephone: 816-881-4403

LICENSE DIVISION - CITY OF INDEPENDENCE

111 East Maple, Independence, Missouri 64050

(816) 325-7079



Date _____

APPLICATION FOR ADDITION OF CORPORATE OFFICER OR LLC MEMBER

Name of Independence Business _____ Address _____

1. New Officer/Member Name _____
2. Home Address _____
(Number & Street) (City & State) (Zip)
3. Phone No. _____ Place of Birth _____ Date of Birth _____
4. Social Security No. _____ Driver's License No. _____
5. Sex _____ Age _____ Height _____ Weight _____ Hair Color _____ Eye Color _____
6. Are you a citizen of the United States of America? _____
7. Wife or husband's name and address _____
8. What position do you hold in the corporation? _____
9. Have you ever been convicted of, found guilty of, or pleaded guilty, no contest, or no lo contender to any offense involving a controlled substance, a weapon, illegal gambling, or the illegal sale, possession or use of alcohol, including alcohol-related traffic offenses? _____ If yes, give details (charge, date, city, state) _____

10. Give names and business addresses of employers for the last five years. If you were self-employed, state nature of business and location: _____

11. Have you even been the holder of a permit to manufacture or sell alcoholic beverages, which was revoked? _____
If so, give complete details _____
12. Are you, or any member of your household or immediate family, interested directly in any other license issued by the Supervisor of Liquor Control, which is now in force? _____ If so, give details _____

13. Have you, or any member of your household or immediate family, ever made application for any type liquor license in the State of Missouri, which was denied? _____ If so, give the name of applicant, approximate date of denial, and details regarding same _____

14. Have you ever been bankrupt or insolvent? _____

15. Will you be the person in active control and management of this business full time? _____ Part time? _____
Other? _____ If you do not operate the business full time, give complete information on proposed or planned
management _____

16. Will you at all times permit the entry of any officer or investigator who may have legal supervisory authority for the purpose
of inspection or search; and will you license the removal of all things and articles which may be in violation of the
Ordinances of Independence, Missouri, and the laws of the State of Missouri; and do you consent to the introduction in
evidence of such articles in any proceedings for the violation of any provision of the revised liquor control ordinances of
Independence, Missouri; and/or for the suspension or revocation of the license for which this application is made; and do you
promise and agree not to violate any of the ordinances of Independence, Missouri, the laws of the State of Missouri, or the
United States in the conduct of this business? _____

I (please print) _____ being of lawful age and duly sworn upon my oath do swear that
the answers and information given in this application are true and complete to the best of my knowledge and belief.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 20____.

My Commission expires:

Notary Public

STATE OF MISSOURI
MISSOURI STATE HIGHWAY PATROL
1510 East Elm Street
Jefferson City, MO
(573) 526-6153

WEB REQUEST FOR CRIMINAL RECORD BACKGROUND

The Missouri State Highway Patrol now provides the ability to request a criminal background check on their website at www.machs.mshp.dps.mo.gov. The current fee for this request is \$10.00 plus an additional payment processing fee. These fees are subject to change, you may contact the State office at the above phone number before application.

Payment for this request is made by credit or debit card and you must have a printer to print the provided criminal background. Requests may still be made by mail on the following form; however you will need to allow at least four to six weeks to receive the results. You may also go to their office at the above address and apply in person.

If you have questions or need additional assistance, you may contact the Criminal Justice Information Services Division by phone at (573) 526-6312 or email at machs@mshp.dps.mo.gov.