



Instructions for Liquor License Change of Managing Officer
(Chapter 801, Saint Louis County Revised Ordinances)

Step 1

Complete the Liquor License Application through Question 28.

Step 2

Please provide the documents listed below:

- New liquor license application with the updated information through question 28
- Recent photo of applicant
- Voting certificate from the St. Louis County/City Board of Election Commissioner or Missouri County where applicant resides
- Letter of authorization designating applicant as Managing Officer. If there is only one (1) officer in the Corporation, that same individual must appoint him/herself as Managing Officer
- Check in the amount of \$150.00, made payable to 'St. Louis County Director of Revenue' for the filing fee

The request will be submitted for review and recommendations to the St. Louis County Police Department. An **unfavorable report from the police department may result in a recommendation to the County Council to deny the license application.**

Upon review and approval, the Director of Revenue sends a letter to the County Council to put the change of Managing Officer on their meeting agenda. The County Council meets on Tuesdays, and usually the applicant is not required to attend. The County Council generally approves the application in one (1) meeting.

Step 3

After the County Council has approved the change, the License Division will notify the applicant that they may apply for the change to their State Liquor License.

Step 4

Once the new State Liquor License has been received, the applicant should contact the Division of Licensing to exchange the old County license for the new, updated license. No additional fees apply.