



**RECORD CHECK FOR A LIQUOR LICENSE ISSUED BY  
THE CITY OF BALLWIN, MISSOURI**

The applicant applying for a liquor license or renewal license issued by the City of Ballwin will have to submit, with their completed application, a criminal record check that has been issued by the Missouri Highway Patrol.

Missouri Highway Patrol requests for criminal record check personal identifier search, also known as name-based search, may be completed online through the Missouri Automated Criminal History Site (MACHS) or by mail. Requests made by mail require the completion of a "Request for Criminal Record Check Form, SHP-158. This form may be obtained from the Missouri State Highway Patrol, CJIS Division, or via the Internet at: Criminal Record Check Form (SHP-158). **Processing time for personal identifier search requests received by mail is approximately 4-6 weeks.** Please visit the Missouri State Highway Patrol website at <https://statepatrol.dps.mo.gov/> for fees and requirements.

The applicant should be familiar with Missouri Revised statute Chapter 311, The Missouri Liquor Control Law. A copy of the law can be obtained from the State's website at [www.missouri.gov](http://www.missouri.gov).

Revised 04/2025 kp



**APPLICATION FOR NEW LIQUOR LICENSE/S**

**This Application Must Be Completely Filled Out & Submitted with Payment of Fees and the Police Record Check (See Instruction Sheet).**

Application is hereby made to the Board of Aldermen for a New Liquor License/Licenses under the name of

\_\_\_\_\_ at \_\_\_\_\_  
(DBA NAME OF BUSINESS) (BUSINESS ADDRESS)

**FULL (Monday – Saturday)**

1. License to sell intoxicating liquor for consumption on premises where sold, including sale in original package (or as otherwise provided in RSMo. Section 311.202), Monday through Saturday. **(\$450.00)** (Sec. 3-52 (1))

**FULL - SUNDAY**

2. License to sell intoxicating liquor, including sale in original package (or as otherwise provided in RSMo. Section 311.202) of any restaurant bar between the hours of 6:00 A.M. and 1:30 A.M. on the following Monday. **(\$300.00)** (Sec. 3-52 (6) and 3-55)

**MALT / LIGHT WINE (Monday – Saturday)**

3. License to sell malt liquor or light wine, or both malt liquor and light wine at retail, by the drink, for consumption on the premises where sold, (Monday – Saturday). **(\$50.00)** (Sec. 3-52 (3))

**MALT ONLY – (Monday – Sunday)**

4. License to sell malt liquor at retail, by the drink, for consumption on the premises where sold, Monday through Sunday. **(\$50.00)** (Sec. 3-52 (10))

**MALT / NO RESALE OR CONSUMPTION ON PREMISES**

5. License to sell malt liquor in original package (or as otherwise provided in RSMo. Section 311.202) but not for resale or consumption on premises where sold. **(\$22.50)** (Sec. 3-52 (4))

**PACKAGE (Monday – Saturday)**

6. License to sell intoxicating liquor in the original package not to be consumed on the premises where sold, (Monday – Saturday). **(150.00)** (Sec. 3-52 (2))

**PACKAGE - SUNDAY**

7. License to sell intoxicating liquor in the original package (or as otherwise provided in RSMo. Section 311.202), not to be consumed on the premises where sold, between the hours of 6:00 A.M. and 1:30 A.M. on the following Monday. **(\$300.00)** (Sec. 3-52 (9))

**PICNIC**

8. Limited permit to sell light wine and malt liquor for consumption on the premises where sold for a church, school, civic, service, fraternal, veteran, political or charitable club or organization at a picnic, bazaar, fair or similar gathering. Such permit shall only be issued only for the day or days specified and shall not be for more than seven (7) days per fiscal year. **(\$35.00)** (Sec. 3-52 (5)) **Dates:** \_\_\_\_\_

**ORGANIZATION - SUNDAY**

- 9. License to sell intoxicating liquor, including sale in original package (or as otherwise provided in RSMo. Section 311.202) of charitable, fraternal, religious, service or veterans' organizations on Sunday between 6:00 A.M. and 1:30 A.M. on the following Monday. **(\$300.00)** (Sec. 3-57)

**AMUSEMENT PLACE - SUNDAY**

- 10. License to sell intoxicating liquor, including sale in original package (or as otherwise provided in RSMo. Section 311.202) of any amusement place between the hours of 6:00 A.M. and 1:30 A.M. on the following Monday. **(\$300.00)** (Sec. 3-52 (6) and 3-56)

**WINE TASTING**

- 11. License to conduct wine tasting on the premises by the holder of a license to sell intoxicating liquor in the original package. **(\$10.00)** (Sec. 3-58)

**WHOLESALE**

- 12. License to sell intoxicating liquor at wholesale. **(\$375.00)** (Sec. 3-52 (7))(Ord. 2229 12/91)

**MANUFACTURE**

- 13. License to manufacture, distill, or brew intoxicating liquor. **(\$350.00)** (Sec. 3-52 (8))

**MANUFACTURE WINE OR BRANDY**

- 14. License to manufacture wine or brandy. **(\$5/500 gallons, maximum \$300.00)** (Sec. 3-52 (11))

AND, in support of such application, hereby submits the following information, which the undersigned applicant represents to be true. **(Leave no blanks empty. Mark "not applicable" if appropriate).**

FULL NAME OF APPLICANT: \_\_\_\_\_  
(MANAGING OFFICER)

TELEPHONE NO.: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
DAY EVENING

RESIDENCE ADDRESS: \_\_\_\_\_  
STREET  
\_\_\_\_\_  
CITY STATE ZIP CODE

DATE AND PLACE OF BIRTH: \_\_\_\_\_  
DATE PLACE  
If foreign born, state date & place of naturalization: \_\_\_\_\_  
DATE PLACE

HOW LONG HAS APPLICANT RESIDED IN THE STATE OF MISSOURI? \_\_\_\_\_

CITY, TOWN, OR VILLAGE WHERE APPLICANT PAYS TAXES: \_\_\_\_\_

IS APPLICANT A REGISTERED VOTER?  Yes  No If Yes: Precinct No. \_\_\_\_\_ of \_\_\_\_\_  
Township in \_\_\_\_\_ County, Mo.

PRESENT BUSINESS OR OCCUPATION OF APPLICANT: \_\_\_\_\_

HAS APPLICANT EVER BEEN ENGAGED IN THE MANUFACTURE, SALE, OR DISTRIBUTION OF INTOXICATING LIQUORS?

Yes  No If Yes: When? \_\_\_\_\_ Where? \_\_\_\_\_

Nature of business: \_\_\_\_\_

HAS APPLICANT EVER HAD A LICENSE TO SELL LIQUOR REVOKED?  Yes  No

If Yes: When? \_\_\_\_\_ Where? \_\_\_\_\_

HAS APPLICANT EVER BEEN CONVICTED OR PLEADED GUILTY TO ANY CRIMINAL CHARGE?

Yes  No If Yes: Nature of charge: \_\_\_\_\_

Whether conviction or plea of guilty: \_\_\_\_\_

Date of conviction or plea: \_\_\_\_\_

In what Court? \_\_\_\_\_

HAS APPLICANT, DIRECTLY OR THROUGH ANY EMPLOYEE, OFFICER, AGENT, SUBSIDIARY, OR AFFILIATE, HAD ANY OTHER LICENSE TO SELL INTOXICATING LIQUOR?  Yes  No

If Yes: How many? \_\_\_\_\_ Location of licensed premises: \_\_\_\_\_  
(attach separate sheet if necessary)

HAS APPLICANT ANY DIRECT OR INDIRECT INTEREST IN ANY BUSINESS OF ANY OTHER PERSON OR CORPORATION, OR OF ANY EMPLOYEE, OFFICER, AGENT, SUBSIDIARY, OR AFFILIATE THEREOF, TO SELL INTOXICATING LIQUOR AT RETAIL, BY THE DRINK, FOR CONSUMPTION ON THE PREMISES DESCRIBED IN ANY SUCH LICENSE?  Yes  No

If Yes, State full details: \_\_\_\_\_

LEGAL NAME OF BUSINESS: \_\_\_\_\_

DBA NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
STREET ZIP CODE

MAILING ADDRESS: \_\_\_\_\_  
STREET  
CITY STATE ZIP CODE

Sole Proprietorship  Partnership  Corporation  \_\_\_\_\_

IF PARTNERSHIP:

State names & addresses of all partners (attach separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF CORPORATION:

State names & addresses of all officers (attach separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of managing officer: \_\_\_\_\_

Precinct in which managing officer is a registered voter: \_\_\_\_\_

THE NAME, RESIDENCE ADDRESS, AND TELEPHONE NUMBER OF THE MANAGER OR PERSON IN CHARGE OF SAID BUSINESS AT THE ABOVE ADDRESS IS: \_\_\_\_\_

\_\_\_\_\_

STATE NAMES, ADDRESSES, AND AGES OF ALL PERSONS EMPLOYED, OR PROPOSED TO BE EMPLOYED, IN THE BUSINESS FOR WHICH LICENSE IS REQUESTED (attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAS ANY SUCH EMPLOYEE OR PROPOSED EMPLOYEE, EVER BEEN CONVICTED OR PLEADED GUILTY TO ANY CRIMINAL CHARGE? \_\_\_\_\_

If so, state nature of charge: \_\_\_\_\_

Whether conviction or plea of guilty: \_\_\_\_\_

Date of conviction or plea: \_\_\_\_\_

In what Court? \_\_\_\_\_

HAS ANY SUCH EMPLOYEE OR PROPOSED EMPLOYEE, EVER HAD A LICENSE TO SELL INTOXICATING LIQUOR REVOKED ? \_

GIVE NAMES AND ADDRESSES OF ALL PERSONS, OTHER THAN THE APPLICANT, WHO HAVE, OR PROPOSE TO HAVE, ANY INTEREST IN BUSINESS FOR WHICH LICENSE IS DESIRED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what business is each such person engaged? \_\_\_\_\_

\_\_\_\_\_

What is the nature and extent of their interest, or proposed interest? \_\_\_\_\_

\_\_\_\_\_

GIVE NAME AND ADDRESS OF OWNER OF BUILDING IN WHICH LICENSED BUSINESS IS TO BE CONDUCTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

GIVE NAME AND ADDRESS OF AGENT OF SAID BUILDING: \_\_\_\_\_

\_\_\_\_\_

IS EQUIPMENT OF PLACE FOR WHICH LICENSE IS DESIRED, OWNED, LEASED, OR BORROWED BY THE APPLICANT?  Owned

Leased  Borrowed

From whom leased or borrowed? \_\_\_\_\_

IS APPLICANT INDEBTED TO ANY PERSON FOR MONEY OR PROPERTY PROPOSED TO BE USED IN THE LICENSED BUSINESS?

Yes  No If yes, state amount of indebtedness:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business or occupation of person to whom indebted: \_\_\_\_\_

IF THERE IS A SCHOOL OR CHURCH WITHIN 300 FEET OF THE PLACE IN WHICH APPLICANT PROPOSES TO DO BUSINESS, STATE THE NAME OF EACH SUCH SCHOOL OR CHURCH, AND HOW FAR EACH IS FROM SUCH PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IF PREMISES ON WHICH LIQUOR IS PROPOSED TO BE SOLD IS OPERATED AS A RESTAURANT, STATE HOW LONG: \_\_\_\_\_

Name or proprietor: \_\_\_\_\_

What is sold other than food? \_\_\_\_\_

Total volume of business in dollars transacted in the last six months: \$ \_\_\_\_\_

Amount in dollars of total volume represented by food sold: \$ \_\_\_\_\_

IF PREMISES ON WHICH LIQUOR IS PROPOSED TO BE SOLD IS OPERATED AS A CLUB, STATE NAME OF CLUB: \_\_\_\_\_

Number of members: \_\_\_\_\_

Character or purpose of club: \_\_\_\_\_

Is club incorporated?  Yes  No Date of Charter: \_\_\_\_\_

Name, address, and business or occupation of owner of property and equipment used by club, exclusive of real estate: \_\_\_\_\_

Value of such property and equipment: \_\_\_\_\_

How is club supported? \_\_\_\_\_

STATE FULLY EVERY OTHER KIND OF BUSINESS CARRIED ON IN OTHER PARTS OF SAME BUILDING IN WHICH APPLICANT PROPOSES TO SELL INTOXICATING LIQUORS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT AGREES TO COMPLY WITH THE PROVISIONS OF THE ORDINANCES OF THE CITY OF BALLWIN, MISSOURI, RELATING TO THE REGULATION AND CONTROL OF THE MANUFACTURE, BREWING, SALE, DISTRIBUTION AND DELIVERY OF INTOXICATING LIQUOR AND MALT LIQUOR.

\_\_\_\_\_  
Licensee's Signature (and title)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Licensee's name printed

\_\_\_\_\_  
Date of Birth

Issuance of license applied for is (is not) recommended this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Chief of Police

APPROVED BY THE BOARD OF ALDERMEN this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor