



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 or St. Louis County Police Department.

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 criminal history record check, which should include St. Louis County and St. Louis City, can be obtained at the St. Louis County Police Department Headquarters at 7900 Forsyth Blvd., Clayton, Missouri 63105. St. Louis County will charge a nominal fee for this service. If you need more information concerning hours, fees, and requirements, contact the St. Louis County Records Department at 314-615-5317.

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.

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