



**Retail Sales of Intoxicating Liquor - Original Package.** For the sale of intoxicating liquor in the original package, not to be consumed upon the premises where sold, sold in connection with and by a person engaged in the operation of one or more of the following businesses: a drug store, a cigar and tobacco store, a grocery store, a general merchandise store, a confectionary or delicatessen store, and having and keeping in the store a stack of goods having a value according to the invoices of at least one thousand dollars (\$1,000), exclusive of fixtures and intoxicating liquors. Under this licensed, no intoxicating liquor shall be consumed on the premises where sold nor shall any original package be opened on the premises of the vendor .....\$150

**Sunday Sales.** Any person licensed to sell intoxicating liquor either at retail by the drink for consumption on the premises of the licensee, or for the sale of intoxicating liquor in the original package, or who possess the qualifications and meets the requirements of the City Code for such licenses, may apply for a special license to sell intoxicating liquor either at retail by the drink for consumption on the premises of the licensee, or for the sale of intoxicating liquor in the original package between the hours of 9:00 am and midnight on Sundays. This is addition to all other fees.....\$200

**Malt Liquor by the Drink (Beer Sales ONLY).** For the sale of malt liquor at retail by drink for consumption on the premises where sold.....\$50

**Wine & Malt Liquor Tasting.** Any person licensed to sell intoxicating liquor in the original package at retail may apply for a license to conduct wine, malt liquor, and distilled spirit tastings on the premises. This fee is in addition to all other fees required.....\$25

**Late Fees.** An additional twenty five dollars (\$25.00) per month (Max. of \$150.00)..... \$25/month

**Not for Profit Picnic License.** In addition to the annual licenses provided, a temporary license for the sale of all kinds of intoxicating liquor, including liquor in the original package and at retail by the drink for consumption on the premises of the licensee, may be issued to any church, school, civic, service, fraternal, veteran, political, or charitable club or organization for the sale of such intoxicating liquor at a picnic, bazaar, fair, or some other gathering. This license shall be issued only for the day(s) named and it shall not authorize the sale of intoxicating liquor for more than seven (7) days by any such club or organization.....\$25

Event Description: \_\_\_\_\_

Event Location / Premise Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Times(s): \_\_\_\_\_

**Special Event Off Premises.** A temporary license to caterers and other persons holding licenses to sell intoxicating liquor by the drink at retail for consumption on the premises pursuant to the provision of Chapter 311, RSMo, who furnish provision and services for use at a particular function, occasion, or event at a particular location other than the licensed premises but not including a "festival" as defined in Chapter 316 RSMo. This temporary license shall authorize the service of alcoholic beverages at such function, occasion, or event during the hours at which alcoholic beverages may lawfully be sold or served upon premises licensed to sell alcoholic beverages for on-premises consumption on the premises in which such function, occasion, or event is held. Such temporary license shall be issued for a period not to exceed one hundred sixty eight (168) consecutive hours and may not be renewed. All provisions of the City's ordinances, rules, and regulations shall extend to such premises and shall be in force

and enforceable during all the time the licensee, its agents, servants, employees or stock are in such premises. This temporary license shall allow the sale of intoxicating liquor in the original package.....\$15/day

Event Description: \_\_\_\_\_

Event Location / Premise Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Times(s): \_\_\_\_\_

1. Completed application for a temporary license issued must be submitted to the City Administrator at least five (5) days prior to the function, occasion or event.
2. No more than six (6) licenses shall be issued to any persons or organizations during the license term.
  - Attach written permission from the property owner to hold the function, occasion or event
  - Attach a photo copy of the applicant's driver's license

TOTAL AMOUNT DUE.....\$  
(Amounts are not prorated)

\_\_\_\_\_  
Signature of Owner /Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

1. Has the Applicant ever had a liquor license previously?      YES      NO  
If yes, where: \_\_\_\_\_
2. Has the Applicant ever had a liquor license revoked?      YES      NO  
If yes, list date & location: \_\_\_\_\_
3. Has the Applicant ever been convicted of a violation of any law applicable to manufacture or sale of intoxicating liquor or non-intoxicating beer?      YES      NO
4. Has the Applicant ever been convicted of a Felony Offense?      YES      NO  
If yes, give dates, charges, & locations: \_\_\_\_\_
5. Has the Applicant ever been convicted of a misdemeanor offense?      YES      NO  
If yes, give dates, charges, & locations: \_\_\_\_\_

**You must have a current annual business license with the City of Cottleville before acquiring a liquor license. Complete all information. Any falsification or misrepresentation on this application could result in immediate revocation or suspension.**

**\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED IN PERSON OR BY MAIL AND WILL BE RETURNED TO YOU\***

**\*IF YOU HAVE LIVE ENTERTAINMENT, YOU ARE REQUIRED TO HAVE AN ENTERTAINMENT LICENSE.**

**\*AFTER OBTAINING YOUR COTTLEVILLE LIQUOR LICENSE, YOU MUST APPLY FOR YOUR STATE OF MISSOURI LICENSE AND YOUR ST. CHARLES COUNTY LIQUOR LICENSE\*.**

**\*NEW BUSINESSES(ES) – A COTTLEVILLE CONDITIONAL USE PERMIT IS REQUIRED FOR ALL ORIGINAL PACKAGE RETAIL LIQUOR SALES\***

I hereby authorize the Chief of Police of the City of Cottleville, Missouri or his designate to conduct a criminal history check and personal background check and for release of any information to City Officials.

I, \_\_\_\_\_ hereby declare under penalties of perjury that I am of good moral character, free of felonies and meet the qualifications of the City Code Section 600.040 and Ordinance 1499 regarding the sale of alcoholic beverages and other matters related thereto. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulling or meeting any liquor licensing requirements.

\_\_\_\_\_  
Signature of Officer / Owner / Member

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

<b>Cottleville Office Use</b>							
Date Application Received					Check No:		
Fee Receipt No:					Date License Issued:		
Total Amount Paid:					Notes:		



MISSOURI STATE HIGHWAY PATROL  
**REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158R 08/16

PLEASE PRINT OR TYPE.

**GENERAL INFORMATION**

**APPLICANT'S** LAST NAME FIRST MIDDLE JR / SR

**MAIDEN / ALIAS** LAST NAME FIRST MIDDLE JR / SR

SEX  MALE  FEMALE      DATE OF BIRTH (MM/DD/YYYY)      SOCIAL SECURITY NUMBER      RACE  BLACK  WHITE  INDIAN  ASIAN  OTHER

ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

fold

**TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT**

fold

(per Sections 43.527 and 43.530, RSMo.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>\$13.00 NAME SEARCH</b><br>Based on NAME, DATE OF BIRTH,<br>AND SOCIAL SECURITY NUMBER.<br>Response will be returned with all open<br>records and records of conviction. | <input type="checkbox"/> <b>\$20.00 FINGERPRINT SEARCH</b><br><input type="checkbox"/> Open Records<br><input type="checkbox"/> Open and Closed Records | <input type="checkbox"/> <b>\$2.00 NOTARY LETTER</b> |
|--|---|--|

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."  
***Either the Date of Birth OR Social Security Number MUST be provided for processing.***  
For faster processing criminal record checks are available online at: [www.machs.mo.gov](http://www.machs.mo.gov)

Please forward the request and fee to:  
**Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Post Office Box 9500  
Jefferson City, MO 65102**

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**MSHP / CENTRAL REPOSITORY RESPONSE**

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**SEND REPLY TO** (Print or type your mailing label below.)

Telephone (include area code) \_\_\_\_\_




**Criminal Justice Information Services Division  
General Information**

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

**The Personal Identifier Search** requires a payment of **\$13.00** per request. The background check results are considered a "**possible match**" and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

**A Fingerprint Based Search** requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a "**positive match**" and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

**Notary Letters** are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

**PENALTY** — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

**FBI Record Requests**

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at [www.fbi.gov](http://www.fbi.gov).