

**REQUIREMENTS FOR  
CHANGE OF MANAGING OFFICER  
FOR EXISTING LIQUOR LICENSE**

To change the managing officer under your existing liquor license, it will be necessary to furnish the City of St. Joseph the following documents:

1. Completed Affidavit for Managing Officer-this will include having the Corporate Seal affixed as well as having the document properly notarized.
2. Proof of paid City and County taxes for the individual and corporation, or a no tax due statement from the Buchanan County Courthouse.
3. Qualified voter statement and resident of State of Missouri.
4. Authorization for Criminal History Check.
5. A photo (1) of applicant.
6. Articles of Incorporation if there is a change.
7. A No Tax Due Statement from Missouri Sales Tax office.

PLEASE FORWARD THE ABOVE ITEMS TO THE ATTENTION OF CITY OF ST. JOSEPH, 1100 FREDERICK; ROOM 106, ST. JOSEPH, MO 64501.

SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION, PLEASE CALL (816) 271-4757.

