



## INSTRUCTIONS FOR APPLICATION COMPLETION:

All applications must be completed completely and accurately for a County license to be issued. Please read the following very carefully before submitting your application for a liquor license.

Multiple licenses may be applied for on one application form. It is not necessary to submit a separate application for each type of license required.

This application should be legibly PRINTED, except where a signature is indicated.

- County License #(s) County license numbers will be the same as State license numbers, and will be suffixed with "- C". Each type of County liquor license will have a separate number assigned, as does each State liquor license.
- **PRINTED** Name of Individual Signing the Application **PRINT** the name of the individual authorized to make application for liquor licenses for your organization. This is the same individual who will sign the affidavit at the bottom of the page.
- Corporate Ownership Name of the corporation or business owner of the business making application to sell liquor. This is generally the name indicated on the first line of the business name/address at the bottom of the State license (where different from the given business name).
- Type(s) of License(s) Type of license for which the ownership is applying. This is the same as the type indicated in the blue area at the top of the State license, and should correspond with the same license numbers indicated above.
- Business Name (dba) Please indicate the name of the business, as indicated below the corporate ownership name at the bottom of the application. This is the same name under which the business operates
- Street Name Location where the business operates and from where the liquor will be sold. This address is indicated on the State license, just below the expiration date (legal address / description), and is not necessarily the address of the corporate owner.
- City / State / Zip City, State, and Zip Code where the operating business will sell liquor.
- \$\_\_\_\_\_ License Cost of each State license. (Cost of the County license(s) is the same.)
- \$\_\_\_\_\_ Clerk's Fee (\$6 per license) There is a **\$6.00** County Clerk's fee for **EACH** license. For example, if you are seeking a license for Original Package Liquor license **and** a Sunday Original Package license, you must pay \$12.00 in Clerk's fees in addition to the amount of the State fee.
- Total Due Total cost of all licenses and clerk's fees.
- Expiration Date Located just below the fees is a blank for the date the State license expires. County licenses expire at the same time as State licenses.

The signature (and signature date) of the business/corporate owner (as printed above) is required on the affidavit. The affidavit signature must be notarized.

The following must be submitted with this application:

- ✓ **All fees by check or money order, made out to the Newton County Treasurer**
- ✓ **Readable copies of the Missouri State Liquor licenses**
- ✓ **Copy of affidavit signor's driver's license (photo must be clear)**