

CITY OF INDEPENDENCE, MISSOURI

APPLICATION PROCEDURES FOR ADDITION OF CORPORATE OFFICER OR LLC MEMBER

1. **APPLICATION** - (form provided) - To be fully completed by applicant. **An original signature and notarization is required.**
2. **ELECTION OF OFFICERS AND STOCK SHARES ISSUED** - Minutes of a corporate meeting or meeting of LLC members electing officers, and giving a breakdown of stock or membership shares held by all persons.
3. **CRIMINAL RECORD CHECK – NEED TWO ORIGINALS** – (form furnished) - The State of Missouri charges a fee for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. When submitting your application, **you must include an original** State of Missouri Criminal Record History on the new corporate officer. The Missouri State Highway Patrol office has notified the City that the processing time for a criminal record check is approximately four to six weeks if processed by mail.

To expedite the criminal record checks, the applicant may obtain them the same day from the Missouri Highway Patrol Office in Jefferson City, Missouri. The **original** criminal record check must be submitted to the License Division with the application. The address for the Missouri Highway Patrol office is 1510 East Elm Street, Jefferson City, Missouri, and their telephone number is 573-526-6153. It is recommended that you contact the Highway Patrol office regarding their requirements for issuance of a criminal record check. A copy of the Missouri State Highway Patrol Request for Criminal Record form is attached. **The second original criminal record will be submitted to the State of Missouri for their application process.**

4. **If there has been a change in stock or ownership, which equals 10% or more, due to this change of corporate officer a new application will be required.**

If there has been no change in stock or ownership a City Approval Letter is not required.

CITY OFFICE

Independence License Division
111 East Maple
Independence, Missouri
Telephone: 816-325-7079

STATE OFFICE

Division of Liquor Control
615 East 13th Street
Kansas City, Missouri
Telephone: 816-889-2574

COUNTY OFFICE

Jackson County Collections
Liquor/Amusement Section
306 West Kansas
Independence, Missouri
Telephone: 816-881-4403

LICENSE DIVISION - CITY OF INDEPENDENCE

111 East Maple, Independence, Missouri 64050
(816) 325-7079



Date _____

APPLICATION FOR ADDITION OF CORPORATE OFFICER OR LLC MEMBER

Name of Independence Business _____ Address _____

1. New Officer/Member Name _____
2. Home Address _____
(Number & Street) (City & State) (Zip)
3. Phone No. _____ Place of Birth _____ Date of Birth _____
4. Social Security No. _____ Driver's License No. _____
5. Sex _____ Age _____ Height _____ Weight _____ Hair Color _____ Eye Color _____
6. Are you a citizen of the United States of America? _____
7. Wife or husband's name and address _____
8. What position do you hold in the corporation? _____
9. Have you ever been convicted of, found guilty of, or pleaded guilty, no contest, or no lo contender to any offense involving a controlled substance, a weapon, illegal gambling, or the illegal sale, possession or use of alcohol, including alcohol-related traffic offenses? _____ If yes, give details (charge, date, city, state) _____

10. Give names and business addresses of employers for the last five years. If you were self-employed, state nature of business and location: _____

11. Have you even been the holder of a permit to manufacture or sell alcoholic beverages, which was revoked? _____
If so, give complete details _____
12. Are you, or any member of your household or immediate family, interested directly in any other license issued by the Supervisor of Liquor Control, which is now in force? _____ If so, give details _____

13. Have you, or any member of your household or immediate family, ever made application for any type liquor license in the State of Missouri, which was denied? _____ If so, give the name of applicant, approximate date of denial, and details regarding same _____

14. Have you ever been bankrupt or insolvent? _____

15. Will you be the person in active control and management of this business full time? _____ Part time? _____
Other? _____ If you do not operate the business full time, give complete information on proposed or planned
management _____

16. Will you at all times permit the entry of any officer or investigator who may have legal supervisory authority for the purpose
of inspection or search; and will you license the removal of all things and articles which may be in violation of the
Ordinances of Independence, Missouri, and the laws of the State of Missouri; and do you consent to the introduction in
evidence of such articles in any proceedings for the violation of any provision of the revised liquor control ordinances of
Independence, Missouri; and/or for the suspension or revocation of the license for which this application is made; and do you
promise and agree not to violate any of the ordinances of Independence, Missouri, the laws of the State of Missouri, or the
United States in the conduct of this business? _____

I (please print) _____ being of lawful age and duly sworn upon my oath do swear that
the answers and information given in this application are true and complete to the best of my knowledge and belief.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 20____.

My Commission expires:

Notary Public

STATE OF MISSOURI
MISSOURI STATE HIGHWAY PATROL
1510 East Elm Street
Jefferson City, MO
(573) 526-6153

WEB REQUEST FOR CRIMINAL RECORD BACKGROUND

The Missouri State Highway Patrol now provides the ability to request a criminal background check on their website at www.machs.mshp.dps.mo.gov. The current fee for this request is \$10.00 plus an additional payment processing fee. These fees are subject to change, you may contact the State office at the above phone number before application.

Payment for this request is made by credit or debit card and you must have a printer to print the provided criminal background. Requests may still be made by mail on the following form; however you will need to allow at least four to six weeks to receive the results. You may also go to their office at the above address and apply in person.

If you have questions or need additional assistance, you may contact the Criminal Justice Information Services Division by phone at (573) 526-6312 or email at machs@mshp.dps.mo.gov.

STATE OF MISSOURI
MISSOURI STATE HIGHWAY PATROL
1510 East Elm Street
Jefferson City, MO
(573) 526-6153

WRITTEN REQUEST FOR CRIMINAL BACKGROUND CHECK

Reference No. _____
(office use only)

Please print or type

Name (last, first, middle) _____

(maiden/alias) _____ Date of Birth _____

Sex: male female Social Security No. _____

Address _____

I authorize the release of any criminal history record information to the requestor.

Signature (optional) _____

It is the responsibility of the requestor to inform the Central Repository of the records that are desired and to provide the information necessary to conduct the appropriate search.

PURPOSE

Licensing Other (specify) _____

SEND REPLY TO

PROCESSING FEE SCHEDULE AND METHOD OF PAYMENT
(per sections 43.527 and -530, RSMo.)

Search based on NAME, DATE OF BIRTH, SOCIAL SECURITY NO.

Fee is payable either by check or money order to State of Missouri, Criminal Record System. Please forward the request and fee to:

Missouri State Highway Patrol
Criminal Records and Identification Division
Post Office Box 9500
Jefferson City, MO 65102

Following are just a few of licensed businesses that could assist in completing the required survey.

Byam Engineering
3501 S Sterling Ave #G
Independence, MO 64052
(816) 252-3519

Continental Consulting Engineers, Inc.
9000 State Line Road
Leawood, KS 66206
(913) 642-6642

Missouri Valley Engineering & Surveying, Inc.
517 SE 2nd St. #D
Lee's Summit, MO 64063
(816) 347-0033

Following are businesses that could assist in getting the required criminal history background checks. **They must provide you with the original from the State of Missouri to be included in your application.**

C & S Business Services, Inc.....573-635-9295
Fax.....573-635-4145

Harmon Processing.....573-635-6690
Fax.....573-635-2339

Missouri Record Search.....573-635-0142
Fax.....573-635-5739

Missouri Record Service.....573-893-4428
Fax.....573-893-2396

Sturm Research.....573-496-3534

The Security Group, LLC.....573-761-7577
Fax.....573-761-7448

Identix Identification Services.....1-866-522-7067
218 N Pleasant St. Independence, MO

Using this service you will need to allow about 10 days for your records to be mailed directly to you.

None of the above businesses listed are being recommended for use; this is just a listing for your convenience.