



INDEPENDENCE

★ COMMUNITY DEVELOPMENT ★

111 East Maple Ave, Independence, MO 64050 (*Physical Address*)

P O Box 1019, Independence, MO 64051 (*Mailing Address*)

Phone: 816.325.7079 / Fax: 816.325.7770 / www.indepmo.org/businesslicense

APPLICATION PROCEDURES FOR CHANGE OF MANAGING OFFICER

1. **APPLICATION** - (form provided) - To be completed by applicant. **Notarization is required.**
2. **RESOLUTION DESIGNATING MANAGING OFFICER** - If business ownership is a corporation, a copy of the corporate resolution designating the Managing Officer (now as referred to as applicant) and a current listing of all corporate officers. If business ownership is an LLC, a notarized affidavit from a managing member designating the Managing Officer and a current listing of all LLC members. The Managing Officer Appointment form may be used in lieu of the corporate resolution or LLC affidavit (form provided).
3. **FEE** - \$50.00
4. **CRIMINAL RECORD CHECK** –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 Managing Officer.
5. **PHOTOGRAPHS** - One recent passport size photograph of the applicant.
6. **COUNTY PERSONAL PROPERTY TAX RECEIPT** - Copy of applicant's County "Personal Property" Tax receipt for the preceding year. If taxes were not due for the preceding year you must provide a tax waiver.
7. **VOTER REGISTRATION** - Applicant must submit a "Certificate of Voter Registration".

Incomplete applications will not be processed



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MANAGING OFFICER APPOINTMENT

Date: _____

_____ has appointed
(Name of Corporation or LLC)

_____ as Managing Officer for the
(Name of Managing Officer)

Corporation or LLC. _____ is an officer or an employee
(Name of Managing Officer)

invested with the general control and superintendence of the business and corporation or LLC.

Indicate the actual involvement as Managing Officer:

The business operates under the name of _____

located at _____

Signature of Corporate Officer or LLC Member

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

Notary Public

My Commission expires:

PLEASE NOTE: In the event the office of the Managing Officer becomes vacant, it is required that the corporation or LLC secure a new Managing Officer within **ten days** after said vacancy occurs, and that the City of Independence Regulated Industries be notified.