



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

**CHECKLIST OF REQUIREMENTS – NOTICE OF INTENT TO KEEP/STORE
INTOXICATING LIQUOR (UNLICENSED STORAGE)**

**PROCEDURE FOR A PERSON, FIRM, PARTNERSHIP, CORPORATION OR OTHER LEGAL
ENTITY TO NOTIFY THE STATE SUPERVISOR IN THEIR INTENT TO KEEP/STORE
INTOXICATING LIQUOR IN ANY WAREHOUSE OR OTHER STORAGE PLACE, IN
ACCORDANCE WITH RSMo. 311.370 (UNLICENSED STORAGE)**

ALLOW 10 – 21 DAYS FOR PROCESSING

1. NOTICE OF INTENT – Completed Notice of Intent to Keep/Store Intoxicating Liquor form.
2. POINT OF CONTACT – Completed Unlicensed Storage – Point of Contact form.
3. PHOTO – Of the front of the storage building/unit.
4. PROPERTY OWNER PERMISSION – Copy of a signed lease, deed, rental agreement or other form of property owner permission giving the person, firm, partnership, corporation or other legal entity permission to operate at the designated storage location. The document submitted must show the entity's correct legal name and the physical address of the storage location.

RETURN DOCUMENTS TO:

The above documents may be submitted by mail or email as follows:

- Email:
Bradley.Mcdowell@dps.mo.gov with the phrase “notice of intent” in the subject line and the above documents attached
- Mail:
Division of Alcohol and Tobacco Control
Attn: Brad McDowell
1738 E. Elm St – Lower Level
Jefferson City, MO 65101

OTHER NOTES:

- ❖ Following receipt of a Notice of Intent to Keep/Store Intoxicating Liquor packet, the division will review and respond in writing.



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- ❖ Under section 311.370, RSMo, warehouse/storage operators are required to report all shipments of intoxicating liquor received and/or sent.
 - To meet this REPORTING REQUIREMENT, warehouse/storage operators must submit a monthly report using the Unlicensed Storage Reporting spreadsheet (template available on our website) on or before the 15th of each month to Deputy Chief Brad McDowell at Bradley.Mcdowell@dps.mo.gov with the phrase “**storage report**” in the subject line.
- ❖ Changes to the business information or point of contact submitted Unlicensed Storage – Point of Contact form must be submitted to the Division within fifteen (15) days in the same manner as listed in the Return To section above, using the phrase “**point of contact**” in the subject line.