



Return to:  
Office of the City Clerk  
Attn: Britta Dooley  
320 Broadway Hannibal, MO 63401  
Ph. (573) 221-0111 Opt. 5  
bdooley@hannibal-mo.gov

---

---

**APPLICATION FOR LIQUOR LICENSE  
HANNIBAL, MO**

**Name of Business:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name of Applicant/Manager:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Citizenship:** \_\_\_\_\_ **Registered Missouri Voter:** YES / NO

**Address of Business:** \_\_\_\_\_

**Applicant's Home Address:** \_\_\_\_\_

**Have you ever been convicted of a felony?** \_\_\_\_\_

**Have you previously had a liquor license issued to you?** \_\_\_\_\_

**Have you ever had a liquor license revoked?** \_\_\_\_\_

**Will you conduct the business of which you hereby seek a license according to the laws and regulations of the City of Hannibal and liquor supervisor of the State of Missouri?** \_\_\_\_\_

**Do you agree to obtain and keep current a surety bond in the amount of \$2,000 (Bond Attached)** \_\_\_\_\_

**TYPE OF LICENSE DESIRED:**

\_\_\_\_\_ Intoxicating liquor by the drink for consumption on the premises of the licensee and for sale in the original package, \$450.00  
(Two six-month licenses for \$225.00 each)

\_\_\_\_\_ Intoxicating liquor at retail in the original package only, \$50.00

\_\_\_\_\_ Malt Liquor only at retail by the drink for consumption on the premises, \$50.00

\_\_\_\_\_ Intoxicating liquor wholesale to retail licensees, \$250.00

\_\_\_\_\_ Malt liquor wholesale to retail licensees, \$100.00

\_\_\_\_\_ Manufacturing, distilling, or blending of intoxicating liquor, \$500.00

\_\_\_\_\_ 5% Beer only, at retail, in the original package, \$22.50

\_\_\_\_\_ Malt Liquor and wine of no more than 14% alcoholic content at retail by the drink for consumption on the premises, \$52.50

---

**MO STATE LIQUOR LICENSE #**  
**(COPY OF STATE LICENSE MUST BE ATTACHED)**

If sale by package, state kind of business in connection therewith: \_\_\_\_\_

State amount of invoice stock of such business, which must be in excess of \$1,000.00, exclusive of fixtures and liquor: \_\_\_\_\_

STATE OF MISSOURI

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, applicant and resident of the State of Missouri, being first duly sworn on her/his oath, states that the foregoing facts and statements set out in this application for a license to sell at \_\_\_\_\_ located at \_\_\_\_\_  
(Name of Business)

In the City of Hannibal, Missouri are true. I hereby give the City of Hannibal permission to do a background check or reference check of any kind to determine my eligibility for this license. I also understand that if this license is granted, it is not transferable to any other person or business entity.

(SEAL)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me the undersigned Notary Public at my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
(Signature Notary Public)

Approved by Police Department (Background Check Completed) \_\_\_\_\_  
(Chief of Police)

Approved by City Clerk (\$2,000.00 Bond Attached) \_\_\_\_\_  
(City Clerk)

Approved by Building Inspector (Zoning Approved) \_\_\_\_\_  
(Building Inspector)

Approved by Mayor (Bond Approval) \_\_\_\_\_  
(Mayor)

OFFICE USE ONLY

Date: \_\_\_\_\_ City Liquor License Number: \_\_\_\_\_

## **Procedure for Obtaining a Business License in the City of Hannibal**

- You first need to visit the website to obtain the application or come in to the City Clerk's Office and fill out an application for a business license.
- After completion of the form (that you'll take with you). If you are going to have a physical location you will need to contact the Building Inspector (573) 221-0111 or Fire Chief (573) 221-0657 to set up a mutually agreeable time to meet on your premises to verify that you are following all the required building codes, fire codes, and zoning requirements for your type of business.
- If you plan to sell any type of retail you MUST obtain a MO Tax ID # from the State of MO before obtaining a business license. This will be an 8-digit # you will request this # by filing for it, online at <https://dor.mo.gov/register-business/>
- If you are going to serve food in your establishment, you must also obtain approval from the Marion County Health Department (573-221-1166). You need to call them and set up a time for inspection to see that you are in compliance with their rules and regulations. After the satisfaction of the Health Department, they will "sign-off" on the application.
- Once both the Building Inspector and the Fire Chief are satisfied that you are in compliance with all codes, they will "sign-off" on the application. You must return the completed application to the City Clerk's Office to obtain your business license. Once your business license has been obtained then you may apply for your liquor license.

## **Procedure for Obtaining a Liquor License in the City of Hannibal**

- The Owner or Partner (of Corporation) must first have obtained a liquor license with the State of Missouri in order to be able to obtain one with the City of Hannibal.
- Once the individual has obtained a State Liquor License the Owner or Partner (of Corporation) must complete the City Liquor License Application Form. Individual will then deliver completed application to the Hannibal Police Department. The police department will begin a background check. This is necessary to obtain a Liquor License. You must allow at least ten (10) business days from the time you apply for them to complete this check.
- The individual will need to purchase a Surety bond of \$2,000.00. Surety Bonds may be purchased at most insurance agencies for a fee. They will provide you with the proof that you need to bring back to us showing that you have purchased this bond. Please make sure to sign this form before bringing it in to us.
- Once background check is complete, return the completed form, along with a \$2,000.00 Surety Bond and a completed Liquor License Application to the City Clerk's Office at City Hall. This bond MUST be kept current for the entire duration of an active City Liquor License. The City Clerk's Office will randomly call and verify periodically that it is valid and active. Therefore, if for some reason the bonding company is changed, the City Clerk's Office MUST be notified so we have the correct information on file.
- Once the individual has returned the application with the completed background check, Surety Bond, photo ID, paid property tax receipt, and voter's registration card the Clerk's Office will then process it for review and obtain the Mayor's signature. They Mayor often only signs things after City Council Meetings which is the 1st and 3rd Tuesday of the Month. Your license will be processed after all signatures are obtained, then we will call you to let you know you may pick it up.

Once these steps are completed successfully and the appropriate fees are paid, you will be awarded your licenses. This process does take a few days so, please plan accordingly as it is more than a 1-2 day process. This will allow you to conduct business in the City of Hannibal.

You are still responsible to meet any requirements of the State of Missouri, since the State can dictate to us whether you can remain in operation.

## **City of Hannibal Requirements (Municipal Code Section 3-111)**

Applicant must:

- a) be a registered voter of the State of Missouri
- b) be a taxpayer of the State of Missouri
- c) be of good moral character
- d) be a native born or naturalized citizen of the USA
- e) not previously had a Liquor License revoked
- f) never been convicted of any violation of any law dealing with the manufacture, sale, or rectifying of intoxicating liquor
- g) not employ any person who has been convicted if any such violation, or who has had a Liquor License revoked

## **State Liquor Inspector Requirements**

Applicant must provide (list includes, but is not limited to) the following:

- a) photo ID
- b) paid property tax receipts
- c) voter's registration card
- d) must be a citizen/resident of the State of Missouri

Criminal Background check completed by the Missouri Highway Patrol will be performed. Original check will be retained by the Liquor Inspector.

Background check will be performed for:

- Owner and/or partner of establishment (of Corporation)
- Stockholders (of Corporation)
- Managing Officer (of LLC)
- Member (of LLC)

## **LIQUOR LICENSE APPLICANT**

CITY ORDINANCE #3-70:

Qualification of Applicant: No person shall be granted a license unless they are of good moral character. No person shall be granted a license whose license as a liquor dealer has been revoked, or who has been convicted; since the ratification of the Twenty-first Amendment to the Constitution of the United States, of a violation of the provisions of any law applicable to the manufacture, sale, or rectifying of intoxicating liquor or who employs or has employed in their business as a liquor dealer any person whose license has been revoked or who has been convicted of or violating the provisions of any such law since the above date.

-----

### **AUTHORIZATION**

Upon applying for a license to sell intoxicating liquor in the City of Hannibal, I authorize and empower the Hannibal Police Department to research information concerning my current and former employment, tax obligations, general reputation, and police record through correspondence or personal interviews with neighbors, friends, or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request, I understand that the Hannibal Police Department will provide me with information regarding the results of the investigation if one is made. A photographic copy of this signed authorization shall be as valid as the original.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness)

## **SUPPLEMENT TO APPLICATION FOR LIQUOR LICENSE**

CITY ORDINANCE #3-70:

Qualification of Applicant: No person shall be granted a license unless they are of good moral character. No person shall be granted a license whose license as a liquor dealer has been revoked, or who has been convicted; since the ratification of the Twenty-first Amendment to the Constitution of the United States, of a violation of the provisions of any law applicable to the manufacture, sale, or rectifying of intoxicating liquor or who employs or has employed in their business as a liquor dealer any person whose license has been revoked or who has been convicted of or violating the provisions of any such law since the above date.

-----

### **A COMPLETE BACKGROUND INVESTIGATION WILL BE MADE ON EACH APPLICANT WHO APPLIES FOR A LIQUOR LICENSE**

APPLICANT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(first) (middle) (maiden) (last)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

1. Are you a citizen of the United States? \_\_\_\_\_

2. Are you a resident of the State of Missouri? \_\_\_\_\_ How long? \_\_\_\_\_

3. How long have you lived at your current address? \_\_\_\_\_

4. Other cities where you have lived:

\_\_\_\_\_ Dates: \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_

5. Are you in arrears on any tax payments with the City of Hannibal? \_\_\_\_\_

6. Have you ever held any liquor license(s) previously? \_\_\_\_\_ If so, where, and when?  
\_\_\_\_\_

7. Has your liquor license ever been revoked, or have you ever been convicted of a violation of the provisions on any law applicable to the manufacture, sale, or rectifying of intoxicating liquor? \_\_\_\_\_

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

8. Have you ever been convicted of a felony? \_\_\_\_\_ If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

9. Do you employ or have you employed in your business of selling liquor any person whose License has been revoked or who has been convicted of violating the provisions of any law applicable to the manufacture, sale, or rectifying of intoxicating liquor? \_\_\_\_\_ If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Give names of last three employers or businesses, including self-employment. (When listing self-employment. Give the name of business or type of work):

a. \_\_\_\_\_ Dates: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name) (Address)

b. \_\_\_\_\_ Dates: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name) (Address)

c. \_\_\_\_\_ Dates: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name) (Address)

11. Give name and address of business for which the liquor license is to be used:

\_\_\_\_\_  
(Name of Business) (Address)

12. What business was in this location previously? \_\_\_\_\_

13. Who will be the manager of the business for which you are applying for a license?

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

14. Names and addresses of witnesses who signed License Application:

\_\_\_\_\_  
(Name) (Address) Years acquainted: \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address) Years acquainted: \_\_\_\_\_

15. References (Persons not listed above, who you have known for at least five years – do not include relatives):

\_\_\_\_\_  
(Name) (Address) Years acquainted: \_\_\_\_\_ Ph. \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address) Years acquainted: \_\_\_\_\_ Ph. \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address) Years acquainted: \_\_\_\_\_ Ph. \_\_\_\_\_

**ALL ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:**

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)