

St. Charles County
Department of Public Health
Division of Environmental Health and Protection

Public Health Registration
Kratom Seller - Application Instructions

To submit a Kratom Seller Registration Application, please visit our website at <http://www.sccmo.org/760> and click **License Applications**, or, go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
 - If you have an account, login on the left using your existing username and password
 - If new to the portal, click **REGISTER NOW**→
 - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health Registration** from the **Application Type** drop-down menu.
- Select **Kratom Seller Registration** from the **Sub Type** drop-down menu.
- Complete all designated fields of the application form.
- A red vertical line indicates a required field.
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- After completing the application form, click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

Note, the \$600.00 registration fee is due at the time of Application submission and is valid until expiration on October 20, 2021. We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. To avoid convenience fees, you may submit a check to our office: **St. Charles County Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301.**

**** If you have trouble with the online application, please contact our office at 636-949-1800. ****