



Liquor License Process Instructions - Citizenserve

Please read the following information before applying for a license through [Citizenserve](#).

First-time users: Use the My Account tab at the top to create an account with a single username and password (one per person).

Existing users: Use the My Account tab at the top of the page to review your request or update your account information.

Unincorporated St. Charles County – Businesses located in the unincorporated areas of St. Charles County are required to pay, in addition to license fees, a filing fee of \$30 for Retail by Drink, Consumption of Alcohol, Beer by Drink Wine, Beer by Drink, Missouri Wine by Drink licenses.

In addition to license fees, you will be required to pay a filing fee of \$7.50 for Sunday By Drink and Sunday By Drink Wine licenses.

New Businesses – You must upload a [Personal Property Tax Waiver issued by the County Assessor](#). Please upload a copy of your Missouri Division of Alcohol and Tobacco Control liquor license. St. Charles County liquor licenses cannot be issued without a copy of the State liquor license or the Personal Property Tax Waiver. Pro-rated fees may apply.

Annual renewal – County licenses cannot be issued without a copy of the State license with an expiration date of the upcoming year.

Events – Caterer or Picnics will need a copy of the State license for the event with an expiration date(s) of the event.

Additional Information

- ALL businesses located in St. Charles County must upload a [Business Personal Property Tax waiver](#) from the County Assessor or a receipt from the [County Collector](#) every time you apply for a County liquor license.
- Users of this site will receive all correspondence by email.
- A Managing Officer Change is a \$30 fee. There is no fee for a Managing Officer Change with annual license renewal.
- County liquor licenses expire at midnight, July 31.
- After applying with Citizenserve, if you prefer to pay by check, you can mail your check to: St. Charles County Government, Office of Registrar, 201 N. Second Street, St. Charles, MO 63301. Please make your check payable to St. Charles County, and add the Liquor License Number issued from Citizenserve in the MEMO section of your check.
- After reviewing online applications and supplemental documents (tax waiver or receipt, State license, and payment) licenses will be sent directly to the email provided on your Citizenserve account.