



**Instructions for Liquor License Next Of Kin**  
**(Existing Licenses ONLY)**  
**(Chapter 801, Saint Louis County Revised Ordinances)**

If a liquor license holder has passed away, the next of kin applicant must take the steps below to change ownership of the liquor license.

- Complete a liquor license application and provide documents below:
- Letter informing St. Louis County of the owner's death
- Copy of the death certificate
- Picture of applicant
- Copy of voter registration

Upon receipt of all documents, a police report requested and processed by the License Division. After a favorable police report has been received, the License Division will submit a letter to the St. Louis County Council requesting approval of the change of owner to the next of kin.

Once the County Council has approved the change of owner, the License Division will mail a letter to the applicant as well as fax that letter to State Alcohol and Tobacco.

The applicant may then apply with State Alcohol and Tobacco for the change to the State Liquor License. Upon receipt of the State License, applicant should return to the St. Louis County License Division with the new State and old County license to exchange the old County license for the new license.