



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711



Donald G. Kauerauf
Director

Michael L. Parson
Governor

To obtain a frozen dessert license, please complete the enclosed Application for Frozen Dessert License and follow the steps outlined below:

1. Application must be completed:

- ❖ Enter information in the spaces provided.
- ❖ Write the number of gallons of mix used the previous year. If dry mix was used, enter the number of gallons after reconstitution. If liquid mix was used, write the actual number of gallons used.
- ❖ If a new establishment, mark "New Establishment" on application.
- ❖ Refer to the table of statutory fees on the application form for the amount due. Indicate the amount of fee enclosed for this establishment.
- ❖ Sign and date the bottom portion of the form.

2. Inspection Information:

- ❖ A copy of the most current (within the last 12 months) **ROUTINE** Food Establishment/Sanitation Inspection Report must accompany the application and any follow-up inspections showing all violations corrected. Copies of health permits and/or local licenses will not be accepted in lieu of the inspection report. If a copy is not in your possession, please contact your Local Public Health Agency to obtain a copy.

3. License Fee:

- ❖ By Mail: Submit the required statutory fee by check, draft or money order made payable to the Missouri Department of Health and Senior Services. Do not send cash. If you are a state agency, a bill number will be sent for you to reference when you pay your bill through SAM II.
- ❖ Online: Submit the required fee by following the pay online link (on the lower left side) on the following page: <https://health.mo.gov/safety/foodsafety/industryfoods/manufacturedfoods/frozendessert.php>. Completed application, certificate of No Tax Due, recent routine Food Establishment/Sanitation Inspection Report, and receipt of online payment can then be emailed to FrozenDessert@health.mo.gov.

4. Certificate of No Tax Due: Effective February 1, 2008

- ❖ Section 144.083 RSMo requires every establishment in Missouri to submit a "Certificate of No Tax Due", along with the licensing application packet, before a Missouri based business license is issued. In order to obtain a "Certificate of No Tax Due" that states all retail sales taxes have been paid, please either call the Missouri Department of Revenue (DOR) office at 573-751-9268 or you can print off a certificate from their website at: www.dor.mo.gov. Choose On-Line License No Tax Due Information, then choose Business Owner/Taxpayer and follow those instructions. If you have not paid your taxes call 573-751-7200 to set up a payment plan and they will issue the "Certificate of NO TAX DUE". If your establishment is tax-exempt, please submit a copy of your TAX-EXEMPT LETTER.

5. If frozen dessert products are no longer manufactured or frozen at the establishment, please indicate change in operating status on the application. Sign, date and return application to the address listed below.

Mail completed application, license fee, Certificate of No Tax Due statement and current Food Establishment Inspection Report to **Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO 65102-0570**. For further questions, please contact the Missouri Department of Health and Senior Services, Frozen Dessert Program at 573-751-6095. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER.**

The Missouri Department of Health and Senior Services has determined that establishments manufacturing and/or freezing ice beverage products exclusively, such as ices, slurpies, frozen cappuccino, etc. or serving hard hand-dipped ice cream do not require a frozen dessert license.

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The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

