

Server Certificate Information

Who needs a Server Certificate?

- Anyone who serves alcohol at a bar or restaurant.
- Anyone who sells alcohol at a cash register.
- For the purposes of the ordinance, a “server” means any person directly engaged in the retail sale, service, delivery or dispensing of alcoholic beverages. This includes taking orders for, accepting payment for, mixing, serving, or assisting mixing or serving any alcoholic beverage.

How do I get a Server Certificate?

- **STEP 1:** Be at least 18 years of age. Applicants will be required to provide government issued identification that includes their date of birth and photo at the time of application.
- **STEP 2:** Obtain a Server application online at [claytonmo.gov – Forms & Payments – Application, Forms, & Permits](http://claytonmo.gov)
- **STEP 3:** You must complete the free, [online State of Missouri Alcohol Responsibility Training \(SMART\)](#) within the twelve (12) months immediately preceding filing an application for a certificate.
- **STEP 4:** Submit a written application to the City of Clayton Finance office at 10 N Bemiston Ave Clayton, MO 63105. This application must be submitted in person. We are open Monday – Friday from 8 a.m. to 5 p.m. SMART certificate should be submitted [along with the application](#) to the City of Clayton Finance office at 10 N Bemiston Ave.

How long is the Server Certificate valid?

- Server certificates are good for three (3) years from the date they are issued by the City of Clayton.

What does the Server Certificate look like?

- Server certifications will look similar to a liquor license certificate.

Why do I need this Server Certificate?

- Server training has been demonstrated to decrease underage drinking, binge drinking, and over-service to already intoxicated persons. As a result, communities with required server training see less crime, including property damage, assault and sexual assault, and alcohol-related accidents, including nighttime DWI crashes. Server training can also reduce liability for servers and businesses.

What is the penalty for servers who are not certified?

- Servers who are not certified may not serve or sell alcohol. Cases of persons serving or selling alcohol without a certificate will be handled according to Ordinance 6873.



2024-2027 New Server License Application

License Year 7/1/2024 – 6/30/2027

Individual Name: _____

Address: _____
Street City/State/Zip

Height: _____ Weight: _____ Hair Color: _____ Phone Number: _____

Email Address: _____ Driver/State ID Number _____

Employer name: _____

Employer full address: _____
Street City/State/Zip

Employer phone number: _____

- At least 18 years of age
- SMART Certificate (Issued within twelve (12) months immediately preceding application date)
- Copy of Valid State Issued ID

CERTIFICATE OF APPLICANT (please read carefully before signing)

I certify that I have read and understand all provisions of the ordinance pertaining to Servers and that I have not, in the past, willfully falsified an application for a certificate under this ordinance or any similar ordinance in this state or any other state.

Signature: _____

Printed Name: _____ Date: _____

Please submit this completed form to:

City of Clayton Finance Department: 10 N. Bemiston Ave., Clayton, MO 63105

* Please direct any questions to licensing@claytonmo.gov or call (314) 290-8442 for assistance.

Applications are due within 30 days of being employed as a Server in Clayton.