

Alcoholic Beverage Control
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Mark A. Burghart, Secretary



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Laura Kelly, Governor

August 8, 2025

Dear City or County Clerk:

This letter is intended to inform you of an upcoming change to the process of issuing CMB retailer licenses, as well as the State CMB Stamp that must be affixed to any CMB Retailer license issued by a city or county.

Effective September 1, 2025, a newly designed State CMB Stamp will be released, and will be issued by ABC in accordance with K.S.A. 41-2702(e). All State CMB Stamps currently in your possession will be invalid and should be destroyed.

All CMB licenses with an effective date on or after October 1, 2025 must have the new State CMB Stamp affixed to be valid.

The new State CMB Stamp design is below. The three State CMB Stamps will have the same stamp number on each of them:



**Place on
City/County**

**Place on
State Copy**

The new process outlined below will follow K.S.A. 41-2702 and 41-2703, and will become effective September 1, 2025:

1. The applicant obtains and completes the application.
2. The applicant then submits the completed application, and the \$25 State CMB Stamp fee, to ABC.
3. ABC reviews the application then authorizes State CMB Stamp to be affixed to the CMB Retailer license if approved by the city or county.
4. ABC mails the application and State CMB Stamp to the applicant.
5. The applicant takes the ABC-approved application and State CMB Stamps to the city or county to apply for the CMB Retailer license.
6. If the CMB Retailer application is approved by the city or county and a CMB Retailer license is issued, the city or county attaches the authorized State CMB Stamp to the CMB Retailer license they issued. A CMB Retailer license must have the State CMB Stamp to be valid.

City or County Clerk Reporting

The city/county will still be required to submit a completed ABC-307 by the 25th of the following month to allow the ABC to validate that a license was issued for the State CMB Stamp that was approved, and to continue to track and monitor such licenses for compliance with Kansas law.

The ABC-307 report will be simplified to make it easier for clerks to report CMB Retailer licenses issued. Copies of applications will no longer be required.

Additional Information

- The CMB Retailer applications will be updated to include an instruction page to reflect the new process which will include the new process for applicants and City or County Clerks.
- The ABC website will be updated.

If you have questions regarding the upcoming changes, please contact our office at KDOR_abc.cmb@ks.gov

Respectfully,



Debbi Beavers, Director
Alcoholic Beverage Control Division