

# **Liquor License Application Fingerprinting Requirements**

## **Fingerprinting**

In accordance with an agreement signed between the Village of Richton Park Liquor Commissioner and the Illinois State Police, you as a liquor license applicant, will be required to submit to fingerprinting as part of the application process. The fingerprints are submitted to both Illinois State Police and the F.B.I. Fingerprinting is required at the time of the application submission, and an appointment must be made for this process. (See Appointment Scheduling below.)

Fingerprinting will be required when one of the following occurs:

1. Applying for a new liquor license.
2. Any changes to the License Holder(s), Manager(s) or Agent(s).
3. If there is a name change to the business establishment.
4. At anytime the Liquor Commissioner can authorize the need for all liquor license holders to be fingerprinted.
5. When there has been a liquor violation, the Liquor Commissioner can request the License Holder(s), Manager(s) or Agent(s) to be fingerprinted at the time of the annual liquor license renewal.

## **Purpose**

The purpose of this application requirement is to check for any prior criminal history record. State law prohibits the issuance of a liquor license to anyone convicted of a felony, pandering, gambling or other morality or decency offenses.

## **Fees**

The processing fee for each individual fingerprinted is:

1. New applications (\$60 per person)
2. Renewal applications (\$60 per person)

## **Appointment Scheduling**

Appointments for fingerprinting can be made with Administrative Assistant Virginia Zurek by calling 708/283-6393, extension 209.