



LOCAL LIQUOR COMMISSIONER

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5301
W: desplainesil.gov

CHECKLIST FOR A NEW EMPLOYEE CONFIDENTIAL FORM

ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING

- Completed Confidential Information Form
- Copy of the current driver's license
- Copy of alcohol awareness / BASSET certification
- Payment of \$ 50.00 for fingerprinting fee

- The above needs to be remitted to the Licensing Division. Once received, a receipt will be provided to the applicant to present at the time of the fingerprinting appointment.
- The applicant must obtain a receipt ***prior to*** the scheduling of a fingerprinting appointment.
- Fingerprinting is scheduled by appointment only. Walk in appointments are prohibited.
- Newly hired managers have 30 days from the date of employment to remit the above and complete the fingerprinting process.

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

- Licensing Division / 847-391-5366
For information on registration requirements, licensing requirements and status of an application



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CONFIDENTIAL INFORMATION

The information below is confidential and shall be kept with the Liquor License for the business listed.

EMPLOYMENT STATUS:

New Hire Existing Date of Employment: _____

EMPLOYMENT TITLE:

Owner General Manager

APPLICANT INFORMATION

Name: _____ Phone #: _____

Home Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ State of Issuance: _____

Date of Birth: _____ Place of Birth: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

BUSINESS INFORMATION

Company Name: _____ Phone #: _____

Address: _____

ATTESTATION

I hereby authorize the Police Chief, or his designee, to conduct a background check and report this information to the office of the Local Liquor Commissioner. I authorize any entity having information relevant to the application to release such information as requested by the City of Des Plaines. I understand that I waive any right I may have to receive notice from any persons contacted in furtherance thereof regarding the release of information relating to the application.

I affirm I have not ever plead guilty, been found guilty, received supervision, plead nolo contendere (no contest) to any felony under Federal State, County or Municipal law/statute/ordinance for any of the following:

- an offense involving moral turpitude
- pandering or other crime or misdemeanor opposed to decency and morality
- the keepers of a house of ill fame

Signature: _____ Date: _____