



J. MICHAEL HOUSTON
MAYOR

**OFFICE OF BUSINESS LICENSING
LIQUOR COMMISSION CITY OF
SPRINGFIELD ILLINOIS**

TODD M. OLIVER
Division Manager

Rm. 107 Municipal Center West
300 S. 7th Street
Springfield, IL 62701
Phone: (217) 788-8411 &
788-8426
Fax: (217) 541-2506

Re: Background Investigation Questionnaire

You will find enclosed the required application for a background investigation questionnaire. This must be filed along with a non-refundable fee of \$39.25 Checks / Money orders should be made payable to the City of Springfield and returned to Room 107, Municipal Center West, 300 South Seventh Street, Springfield, Illinois 62701 along with the completed background application.

This application must be completed in full (every line item) and your signature notarized. The last page is the authorization for the release of personal information and it needs to be completely filled out and witnessed.

The person(s) required to have a background check done are as follows: the individual(s) who's name will appear as the license holder; all partners, (including limited and general) in the case of a partnership or limited partnership; all officers, directors, and stockholders of more than 5% in the case of corporation.

Licensees must be legal residents of the City of Springfield, except in the case of limited partnerships and corporate licenses. In this event, the business must have a manager who is a legal resident of the City of Springfield who must submit to a background check.

Please be aware that a background check is normally a rather lengthy process; so submit this questionnaire with this in mind.

*Fingerprints are required; an appointment will be set up with the Business Licensing Department in Room 107 of the Municipal Building West located at 300 South Seventh Street, Springfield, Illinois. If you reside outside the Springfield area, you may go into your local police department and be fingerprinted there and then you may send the original card to the Business Licensing Office through the mail.

Please contact me if you have any questions at (217) 788-8426.

Sincerely,

Todd M. Oliver

Division Manager, Business Licensing / Liquor Commission

S:\word\Background letter for liquor licensee.doc



SPRINGFIELD LOCAL LIQUOR CONTROL COMMISSION

BACKGROUND INVESTIGATION QUESTIONNAIRE

J. Michael Houston Mayor and Liquor Commissioner



1.97

Return to City Liquor Commission, Municipal Center West, 300 S. Seventh, Springfield, IL 62701

For guidance in completion of this form, call (217)788-8411

\$39.25 fee **must** accompany the filing of this form

- Please read the entire form thoroughly before answering.
- This form must be notarized before returning.
- **Knowing failure to answer any and all questions fully and truthfully will be considered grounds to deny approval of your background and refuse the license or permit requested.**
- **Failure to complete all information asked of you (every space) will delay this investigation and will delay the processing of a new license application and may affect a current liquor license.**

For office Use: Background connected to what license:

1. Is this Background Investigation for a *Licensee (or License Applicant)* or a *Manager*? [Mark one below]

_____ Licensee or License Applicant

_____ Manager Applicant

_____ Both, a Licensee and Manager

2. Business name, address and phone number of license applicant or license holder: _____

3. Applicant's Full Name: _____

(Last) (First) (Middle)

Maiden Name and/or Aliases: _____

Social Security Number: _____ Drivers License Number: _____

Date of Birth: _____ Place of Birth: _____ Age: _____ Height: _____ Weight: _____

*Sex: _____ *Race: _____ Citizenship _____ USA _____ OTHER Explain: _____

* The City of Springfield has no interest in the sex or race of applicants; this information is strictly used as identifiers for criminal history background checks.

4. FAMILY RELATIONSHIPS:[Mark the one that identifies you]

_____ Single _____ Married _____ Divorced

If applicable, supply:

Spouses Name: _____ Married since _____

Former Spouse's Name(s): _____ Dates of Marriage

_____ to

_____ to

5. Are you or any member of your family employed as a law enforcement officer or by any governmental agency? Yes No
If yes, explain in detail: _____

6. **RESIDENCES:** List ***each and every*** current and former place(s) of your residence, ***for the past eight years*** (current city of residence first).

_____ to Present: Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

_____ to _____ Address: _____
City: _____ State: _____
County: _____
Telephone; Home: _____ Business: _____

7. **EMPLOYMENT:** List below *ALL of the employers* that you have worked for on a full time, part time or seasonal basis for the *last ten years*, whichever is shorter. Begin with your present employer and work backwards until you finish. Also fill in periods of unemployment, showing dates, reasons for unemployment and the means used to support yourself. Military Service and periods of schooling must be included. Enter this data in the appropriate sections as if a separate employer.

_____ to Present: Job Title: _____
 Employer: _____
 Emp. Address: _____
 Emp. Telephone: _____
 Specific reason for leaving: _____

_____ to _____: Job Title: _____
 Employer: _____
 Emp. Address: _____
 Emp. Telephone: _____
 Specific reason for leaving: _____

_____ to _____: Job Title: _____
 Employer: _____
 Emp. Address: _____
 Emp. Telephone: _____
 Specific reason for leaving: _____

_____ to _____: Job Title: _____
 Employer: _____
 Emp. Address: _____
 Emp. Telephone: _____
 Specific reason for leaving: _____

_____ to _____: Job Title: _____
 Employer: _____
 Emp. Address: _____
 Emp. Telephone: _____
 Specific reason for leaving: _____

8. **LICENSE INFORMATION:** List *any liquor license which is now held* or which is held in your name, or by any partnership, limited partnership or corporation in which you participate in **ANY MANNER**. Attach additional sheets as needed.

Licensee: _____ Name of Business: _____
Address: _____ City/State: _____
Local Licensing Authority: _____ Local License #: _____ State License #:
License continually held since: _____ Relationship to this licensee: _____

Licensee: _____ Name of Business: _____
Address: _____ City/State: _____
Local Licensing Authority: _____ Local License #: _____ State License #:
License continually held since: _____ Relationship to this licensee: _____

Licensee: _____ Name of Business: _____
Address: _____ City/State: _____
Local Licensing Authority: _____ Local License #: _____ State License #:
License continually held since: _____ Relationship to this licensee: _____

**Attach additional sheet if necessary.

9. **List any liquor license** which you have ever held or applied for which lapsed, or was revoked or denied. This question applies to any partnership, limited partnership or corporation in which you participated in **ANY MANNER** or a license held in the name of any immediate family member (i.e. father, mother, son, daughter, brother, sister).

Date of Lapse, Denial or Revocation: _____
Local or State Licensing Authority Involved: _____
Reason for lapse, denial or revocation: _____

Date of Lapse, Denial or Revocation: _____
Local or State Licensing Authority Involved: _____
Reason for lapse, denial or revocation: _____

Date of Lapse, Denial or Revocation: _____
Local or State Licensing Authority Involved: _____
Reason for lapse, denial or revocation: _____

***Note:** Attach copies of any orders revoking or denying a license.

Reminder: A person who knowingly furnishes false or misleading information or falsely answers the statements required of them, shall fail an investigation and shall not be allowed to hold a license, nor be a manager for a licensee.

CRIMINAL HISTORY:

Excluding traffic offenses **not** involving the use or misuse of alcohol since your 17th birthday, have you ever been:

1.) *Arrested for or Convicted of, a City, State or Federal criminal offense of any kind?*

[Mark appropriate space **and** place your initials next to mark]

Yes _____ No

2.) *Convicted of any federal or state law concerning the manufacture, possession, or sale of alcoholic liquor, or forfeited his bond to appear in court to answer charges for any such violations?*

[Mark appropriate space **and** place your initials next to mark]

Yes _____ No

(Information related to arrests, as opposed to convictions, will not be used solely to disapprove a background clearance.)

Date of Arrest: _____ County/State: _____
Police agency involved: _____
Offense: _____ Disposition: _____
Day/Month/Year: _____ Sentence: _____

Date of Arrest: _____ County/State: _____
Police agency involved: _____
Offense: _____ Disposition: _____
Day/Month/Year: _____ Sentence: _____

Date of Arrest: _____ County/State: _____
Police agency involved: _____
Offense: _____ Disposition: _____
Day/Month/Year: _____ Sentence: _____

Date of Arrest: _____ County/State: _____
Police agency involved: _____
Offense: _____ Disposition: _____
Day/Month/Year: _____ Sentence: _____

Date of Arrest: _____ County/State: _____
Police agency involved: _____
Offense: _____ Disposition: _____
Day/Month/Year: _____ Sentence: _____

****Additional arrests/convictions must be listed on an attached sheet.**

AFFIDAVIT

The undersigned, certify that there are no willful misrepresentations, omissions or false statements made by me in this questionnaire; and all of my answers are true and correct to the best of my knowledge and belief. I understand that this questionnaire is to be considered to be a part of any liquor license application which has been filed to this date. I understand that knowingly false statements, misrepresentations or omissions will result in denial of my application for a license or permission to act as a manager, whichever is applicable.

AFFIDAVIT

The undersigned, being duly sworn, hereby attest, under penalty of perjury that I have paid all taxes or other debts owed to the City of Springfield. I understand that the commissioner shall refuse to issue the underlying license or shall deny approval of this background until such time as all taxes and outstanding debts are paid; the commission shall be authorized to suspend or revoke the license if I fail to pay any tax payable to the City or other debt owed to the City by the date it is due.

THE FOLLOWING MUST BE TAKEN BEFORE A NOTARY PUBLIC.

_____, the undersigned, a legal resident of _____, in the city of _____, and the state of _____, to me personally known, having been sworn before me, declares that he/she is the person described in the foregoing Personal History Questionnaire; and that all the statements contained in said answers are true to the best of his/her knowledge and belief.

Applicant's Signature in Full

Date

NOTARY

Subscribed and sworn to before me this ____ day of _____, 20____, at _____, County of _____, and State of _____.

(SEAL)

Notary Public

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
TO THE SPRINGFIELD LOCAL LIQUOR CONTROL COMMISSION**

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to a duly authorized agent of the Springfield, Illinois Local Liquor Control Commission whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give consent for full and complete disclosure of criminal arrest records, credit history, employment records, efficiency ratings and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand as an individual, partner, limited partner or general partner applicant (which ever is applicable) that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for a liquor licensee by the City of Springfield.

I understand as a manager (if applicable) any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability to act as manager for a liquor licensee by the City of Springfield.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of the release or collection of such information.

I also understand this authorization to furnish information is executed in consideration of the processing of my application pending before the Liquor Commission.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information."

* Witness
* (Please note entire background questionnaire is invalid if not signed by a witness of your signature)

Signature

Print Name

Maiden Name

Address

City/State/Zip Code

Date of Birth

Social Security Number

FOR OFFICE USE ONLY

Name of Person Investigated: _____

Finding:

APPROVED _____ DISAPPROVED/Denied

BY: _____

DATE: _____

Reason for Denial: _____