



**STEPHENSON COUNTY LIQUOR CONTROL COMMISSION**  
50 W. DOUGLAS ST. – 5TH FLOOR, FREEPORT, IL 61032

## **LIQUOR LICENSE PROCESS AND CHECKLIST**

### **THE LIQUOR LICENSING PROCESS MAY TAKE UP TO EIGHT WEEKS**

The following procedures will be followed and reviewed by the Stephenson County Liquor Control Commission during the course of reviewing your liquor license application. These procedures are intended to provide applicants with guidelines to follow in preparing for the application process but are not intended to encompass all of the requirements or items that the Commission will consider in the process.

1. Applicants should contact Diane Swanstrom at the Stephenson County Jail to schedule an appointment to complete the required fingerprinting process. Diane Swanstrom may be reached by telephone at: 815-235-8254, or by email to: [dswanstrom@stephensoncountyil.gov](mailto:dswanstrom@stephensoncountyil.gov). If more than one person is applying for a license, each person must be fingerprinted. The Fingerprint Application for Owners and Managers form must be completed and brought to the fingerprinting appointment. Please note that if the owner(s) is not a resident of Stephenson County, they must have a manager that is. The manager is required to fill out the Manager Information Form and be fingerprinted also. The completed Manager Information form must be brought to the fingerprinting appointment along with the Fingerprint Application for Owners and Managers form.
2. The fee for fingerprinting is \$28.25 per person and is due at the time they are completed. Checks for fingerprinting should be made payable to **STEPHENSON COUNTY CLERK**. Fingerprint reports may take four (4) to seven (7) weeks to come back, so applicants are encouraged to schedule their fingerprinting as early in the process as possible. The background check process cannot be completed until fingerprint reports have been received by the Sheriff's Office.
3. Certain classifications of liquor licenses require compliance with Stephenson County Ordinance 203-17.6 – Video Surveillance Systems Required. If you are applying for a classification of a license that falls within the jurisdiction of the video surveillance ordinance, an inspection of the licensed premises must be completed by a designated member of the Stephenson County Sheriff's Office (SCSO) before a liquor license will become effective. Whenever possible, video surveillance inspections should be completed prior to the applicant's interview with the Liquor Control Commission. Appointments for video surveillance inspections should be made by contacting SCSO Chief Deputy Andy Schroeder via telephone at 815-235-8317, or by email to: [aschroeder@stephensoncountyil.gov](mailto:aschroeder@stephensoncountyil.gov).
4. Applicants must bring the items listed on the attached checklist to the Office of the County Clerk & Recorder before an interview with the Stephenson County Liquor Control Commission will be scheduled.



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## **CHECKLIST**

### **EVERY APPLICABLE ITEM SHOULD BE CHECKED PRIOR TO ATTENDING AN INTERVIEW WITH THE STEPHENSON COUNTY LIQUOR CONTROL COMMISSION**

A completed Application – the Application must be entirely filled out, signed, and notarized.

Completed sign-off form from Health Department and the Department of Building and Zoning.

If applicable, a letter from the Stephenson County Sheriff's Office confirming compliance with Stephenson County Ordinance 203-17.6 – Video Surveillance Systems Required.

Three letters of recommendation for **each** person listed on the license (including name, address, and telephone number of individual writing the letter). The letters should be from individuals the applicant cannot control (i.e. no family or employees). All letters must be originals and must be signed.

A copy of a valid driver's license or State issued identification card for each applicant.

Copy of Dram Shop Insurance – showing coverage for the entire license period (January 1 to December 31) with County of Stephenson, 50 W. Douglas St. – 10<sup>th</sup> Floor, Freeport, IL 61032; listed as the Certificate Holder.

Corporation papers - Articles of Incorporation and Corporate Resolution.

If the owner of the property, proof that real estate taxes have been paid for the premises is required.

If purchasing property, proof of purchase.

If the property is leased, a copy of the lease.

Fingerprint application for all owners and manager.

If you live outside Stephenson County you must have a manager who lives in Stephenson County, and you can only apply as a corporation. The manager must also be fingerprinted, provide three letters of recommendation and a copy of a valid driver's license or State issued identification card.

Applicable annual license fee, made payable to the **STEPHENSON COUNTY CLERK**, due before interview with the Liquor Control Commission.

**Note: *the applicant must have all documents and paperwork completed and in order before an interview with the Stephenson County Liquor Control Commission will be scheduled.***