

City of Aurora, Illinois

44 E. Downer Place
Aurora, Illinois 60505

In State Liquor License Applicants

All Applicants must contact an Illinois State Police licensed fingerprint vendor to schedule an appointment for fingerprinting by going to: <https://www.idfpr.com/FPVendor.asp>

All Applicants must provide a copy of the completed *City of Aurora Live Scan Vendor Information Form* to the selected vendor at the time of fingerprinting. You will be required to show government issued identification, such as a driver's license or passport, to the vendor upon service.

Upon completion of fingerprinting, obtain a paid receipt from the selected vendor.

Fingerprint results will be automatically forwarded to the City of Aurora for completion of the licensing process. **The costs of the criminal history background checks (fingerprinting) shall be paid by the applicant.**

Out of State Liquor License Applicants

Out of state or international applicants who are unable to schedule an appointment for fingerprinting through an Illinois licensed fingerprint vendor need to complete the following steps:

Complete Section 1, *Applicant Information*, on the enclosed *Identity Verification Certifying Statement* form (**OOS-FP**). Under Position/Reason Fingerprinted, print **Liquor License**.

Take the enclosed *Fee Applicant Fingerprint card*, along with the *Identity Verification Certifying Statement* (**OOS-FP**) form to your local police department to obtain inked classifiable fingerprints. You will be required to show government issued identification, such as a driver's license or passport, to the police department upon service.

Section 2 of the *Identity Verification Certifying Statement* form will be completed and signed by the police department taking your inked fingerprints.

Contact an *Illinois Licensed Fingerprint Vendor (w/ Card Readers)* from the enclosed list by phone, or website, in regards to payment and submission instructions. Retain a copy of your paid receipt.

Mail the original *Identity Verification Certifying Statement* (with Sections 1 and 2 completed), the completed *Fee Applicant Fingerprint card*, and the completed *City of Aurora Live Scan Vendor Information Form* and any other requirements of the vendor to the selected vendor in Illinois.

Fingerprint results will be automatically forwarded to the City of Aurora for completion of the licensing process. **The costs of the criminal history background checks (fingerprinting) shall be paid by the applicant.**