



Out of State Background Checks

Per the Illinois State Police, the process for background checks for applicants outside of Illinois will require the following:

1. Fee Applicant Card (we will send you one card per applicant)
2. Complete the Identity Verification Certifying Statement.
3. Take both the Fee Applicant and Statement form to a local police department for fingerprinting.
 - a. Submit these documents and the required fee to an Illinois State Police approved scanning agency.**
 - b. The following is a list of approved vendors:
<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>
 - c. Request that the agency complete both a State and Federal background check for liquor license applicants.
 - d. Request that the background check is returned to the attention of: Jillian Austin.
4. We will contact you once we have received the results of the background check.

**It is highly recommended that you contact the scanning agency prior to sending your documents. Each vendor requires different fees and documents, be sure and review all of their requirements.

-Please also see the attached instructions from the Illinois State Police Department for further details.

You may contact: Jillian Austin at (815) 356-3700 ext. 4084 for any further questions or concerns.