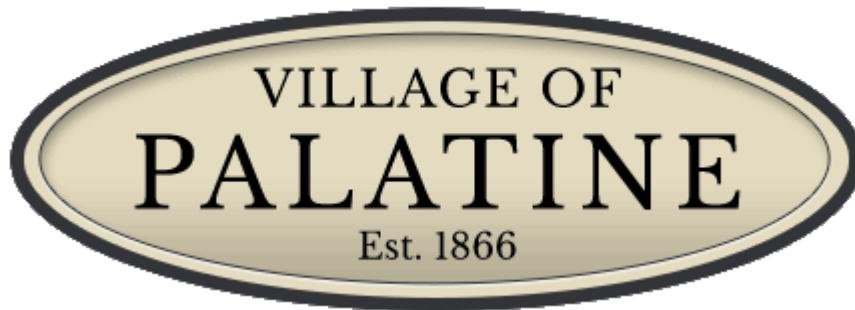


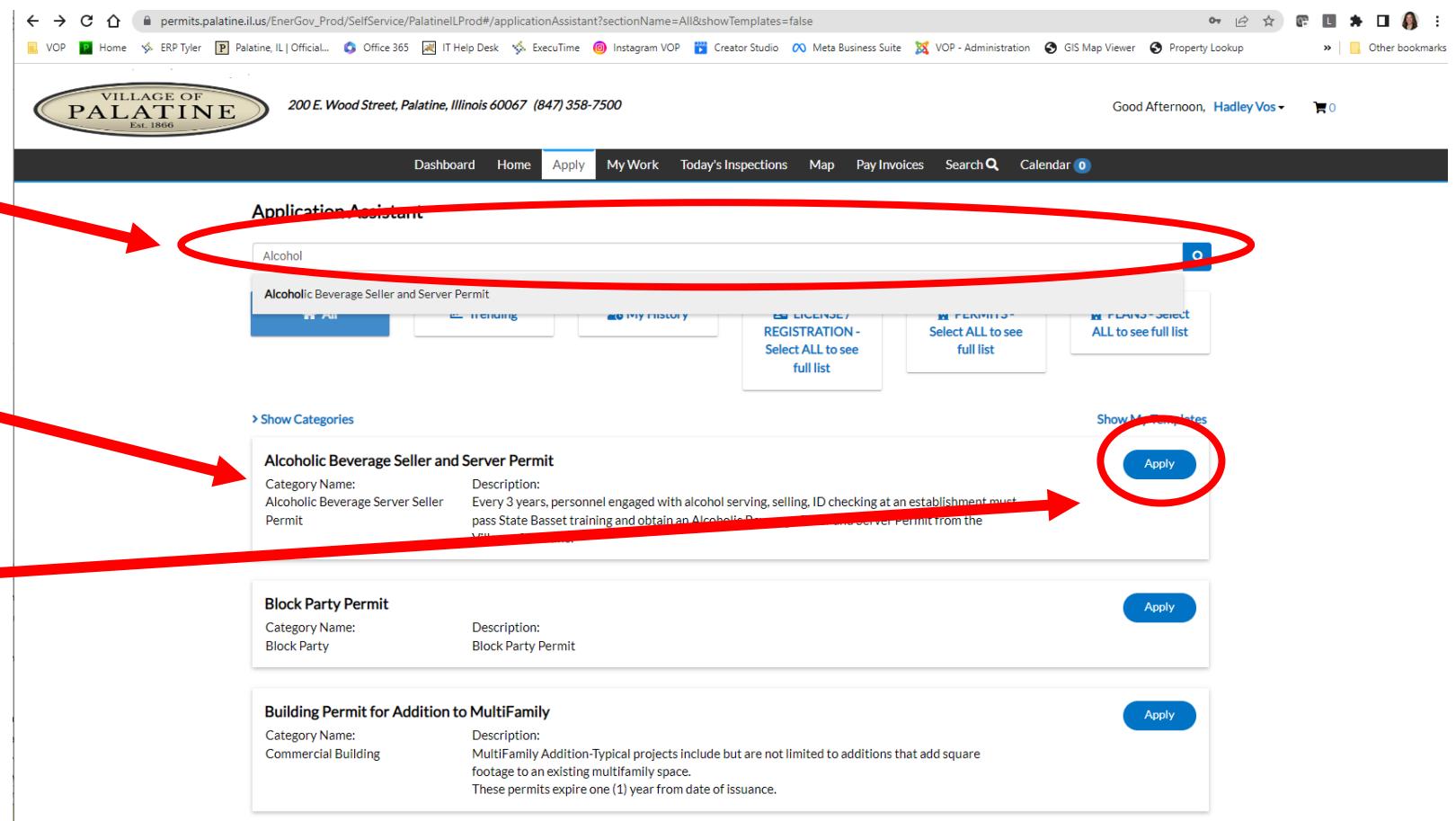
How to Apply for an Alcoholic Beverage Seller and Server Permit



Village of Palatine

2023

- Create an account in CSS first (see separate instructions)
- Search for “alcohol” and “Alcoholic Beverage Seller and Server Permit” will appear
- Select blue button “Apply”





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Good Afternoon, Hadley Vos



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Application Assistant

Alcoholic Beverage Seller and Server Permit



All



Trending



My History



LICENSE /
REGISTRATION -
Select ALL to see
full list



PERMITS -
Select ALL to see
full list



PLANS - Select
ALL to see full list

> Show Categories

Show My Templates

Alcoholic Beverage Seller and Server Permit

Category Name:

Alcoholic Beverage Server Seller
Permit

Description:

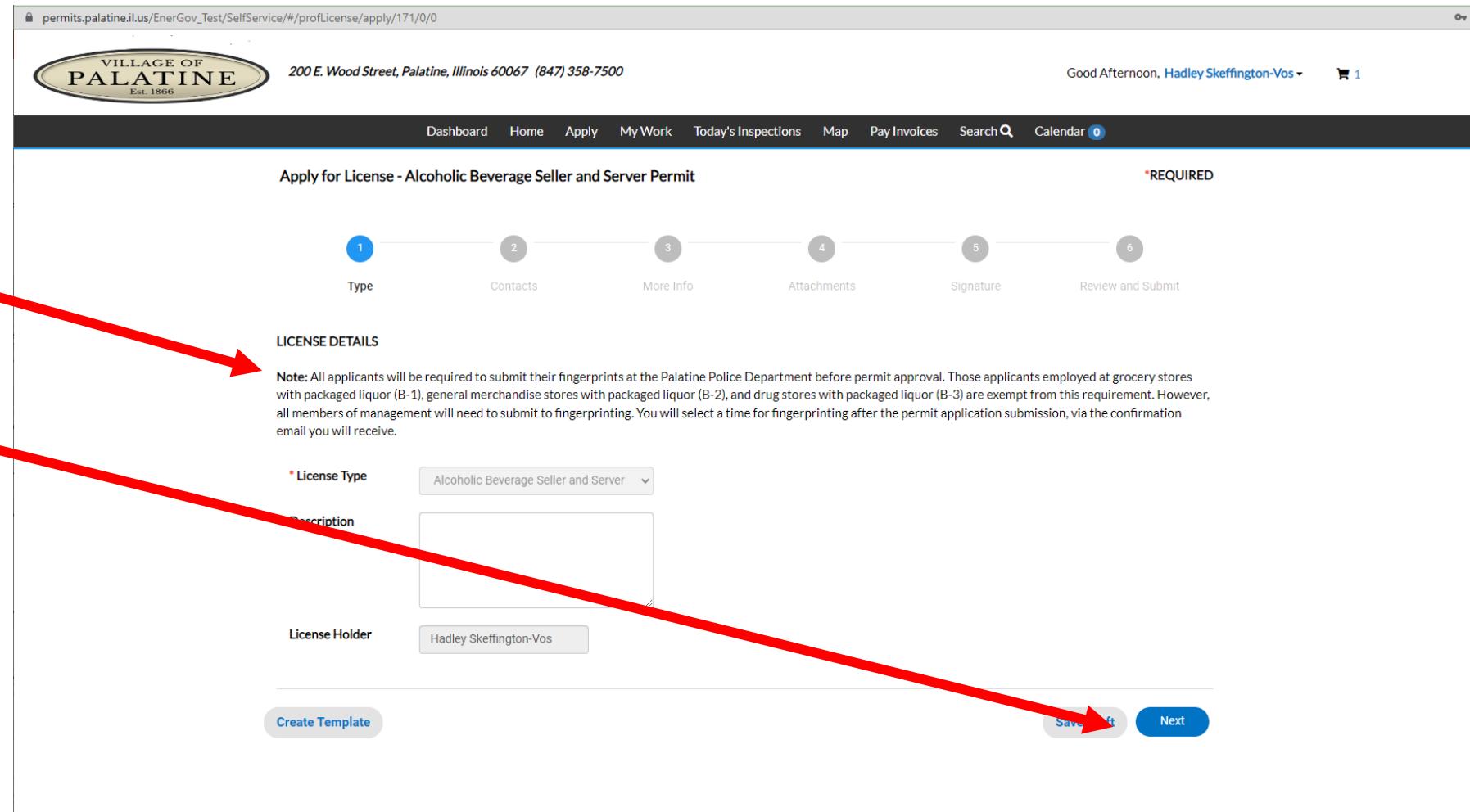
Every 3 years, personnel engaged with alcohol serving, selling, ID checking at an establishment must pass State Bassett training and obtain an Alcoholic Beverage Seller and Server Permit from the Village of Palatine.

Apply



Please read the note
and select the “Next”
button

No other action
needed on this page



permits.palatine.il.us/EnerGov_Test/SelfService/#/profLicense/apply/171/0/0

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Apply for License - Alcoholic Beverage Seller and Server Permit *REQUIRED

1 Type 2 Contacts 3 More Info 4 Attachments 5 Signature 6 Review and Submit

LICENSE DETAILS

Note: All applicants will be required to submit their fingerprints at the Palatine Police Department before permit approval. Those applicants employed at grocery stores with packaged liquor (B-1), general merchandise stores with packaged liquor (B-2), and drug stores with packaged liquor (B-3) are exempt from this requirement. However, all members of management will need to submit to fingerprinting. You will select a time for fingerprinting after the permit application submission, via the confirmation email you will receive.

*** License Type**

Description

License Holder

Create Template  

Indicate if you work for a B-1, B-2, or B-3 establishment or if you do NOT, by checking the appropriate box

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Apply for License - Alcoholic Beverage Seller and Server Permit *REQUIRED

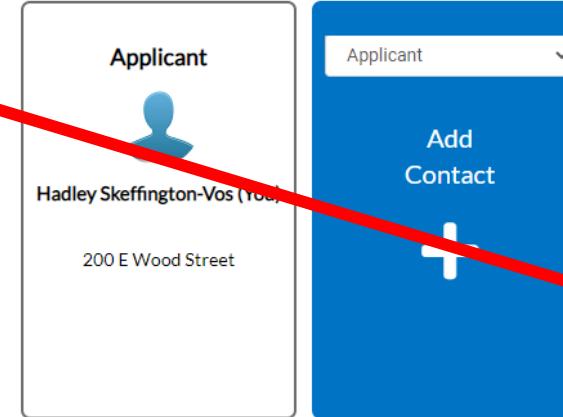
1 Type 2 Contacts 3 More Info 4 Attachments 5 Signature 6 Review and Submit

CONTACTS

Note: All applicants will be required to submit their fingerprints at the Palatine Police Department before permit approval. Those applicants employed at grocery stores with packaged liquor (B-1), general merchandise stores with packaged liquor (B-2), and drug stores with packaged liquor (B-3) are exempt from this requirement. However, all members of management will need to submit to fingerprinting. You will select a time for fingerprinting after the permit application submission.

I am working for a B1, B2, or B3 liquor establishment
 I am NOT working for a B1, B2, or B3 liquor establishment.

*I understand that if I have a valid Alcoholic Beverage Seller and Server Permit for a B1, B2, or B3 establishment and start working for an establishment other than B1, B2, B3 liquor establishment, I will be required to schedule a fingerprinting appointment (background check) through the Palatine Police Department. No fee will apply at that time. Please contact Sergeant Dibble at (847) 963-6286.



Back Create Template Save Draft Next

Note: Each employee should create their own account and apply for their own ABSS Permit. You should not add more than one person on this page. Do not "Add Contact + "

Please fill in the required fields as indicated with an

*

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VILLAGE OF PALATINE Est. 1866 200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500 Good Afternoon, Hadley Skeffington-Vos ▾ 1

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Apply for License - Alcoholic Beverage Seller and Server Permit *REQUIRED

Type ✓ Contacts ✓ More Info 3 Attachments 4 Signature 5 Review and Submit 6

MORE INFO

Applicant Information Next Section | Top | Main Menu

*Gender

*DOB Next Section | Top | Main Menu

Driver's License/State ID #

Driver's License/State ID State

Employer Information Previous Section | Next Section | Top | Main Menu

*Business Name:

Phone Number

...

Please fill in the required fields as indicated with an *

If you work for multiple establishments in Palatine, please indicate all employers in this box

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Date of Employment:

*Job/Position

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Manager/Asst.
<input type="checkbox"/>	Server
<input type="checkbox"/>	Bartender
<input type="checkbox"/>	Cashier
<input type="checkbox"/>	Bouncer/I.D. Checker
<input type="checkbox"/>	Other (Define Below)

If you are employed at more than one liquor establishment in Palatine, please list those employers here.

If others, list here

Background Check Information

Have you ever been convicted of a felony under the laws of the State of Illinois or any other state or of the United States?

*

Felony Conviction Details

[Previous Section](#) | [Top](#) | [Main Menu](#)

Please fill
in the
required
fields as
indicated
with an *

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Background Check Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Have you ever been convicted of a felony under the laws of the State of Illinois or any other state or of the United States?

*

Felony Conviction Details

Have you been ever convicted of being the keeper of or is keeping a house of ill repute?

*

House of Ill Repute Conviction Details

Have you ever been convicted of pandering?

*

Pandering Conviction Details

Has a Palatine Alcoholic Beverage Seller & Server Permit issued to you ever been revoked for a cause?

Please fill in
the required
fields as
indicated with
an *

Select the
“Next”
button

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Have you ever been convicted of pandering?

Pandering Conviction Details

Has a Palatine Alcoholic Beverage Seller & Server Permit issued to you ever been revoked for a cause?

Prior Revocation Details

Have you ever been convicted of serving/selling liquor to a minor?

Sale to Minor Conviction Details

Back Create Template Save Draft Next



Upload your BASSET and ID PDF documents

Select the “Next” button

*At this time, only
PDF is the only
accepted format

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Apply for License - Alcoholic Beverage Seller and Server Permit 

Type  Contacts  More Info  **Attachments**  Signature   Review and Submit

Attachments

Must attach a valid BASSET certificate listing your name and a copy of your government ID. I.e., Driver's license, State ID, Military ID. (Must be a PDF)

If you have not yet attained your BASSET certification, you must do so now. You can obtain a BASSET certification via [In-Person Training Sites](#) or [Online Serving Training Programs](#).

State Bassett Certificate
Add Attachment 
Supported: .pdf 

Select Type 
Add Attachment 
Supported: .pdf

Back Create Template  Next

Type your name into the indicated box

Either sign in the
“Draw Signature
Here” box or
Enable Type
Signature

Select the “Next”
button

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Apply for License - Alcoholic Beverage Seller and Server Permit *REQUIRED

5 6

Type Contacts More Info Attachments Signature Review and Submit

SIGNATURE

I swear/affirm that the information provided to me in this application is true to the best of my knowledge. I also understand that answering 'Yes' to any of the above questions, may be ground for rejection of this application. I also acknowledge that the Palatine Police Department will conduct a background check pursuant to Chapter 3 of the Palatine Code of Ordinances.

* Please type your name as consent to electronically sign this application.

Hadley Skeffington-Vos

Enable Type Signature Hadley Skeffington-Vos

Hadley Skeffington-Vos
March, 13 2023

 Hadley Skeffington-Vos

Back Create Template  Next

- Review Your Information for accuracy
- Select the “Submit” button

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 Good Evening, Hadley Skeffington-Vos 1

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Apply for License - Alcoholic Beverage Seller and Server Permit *REQUIRED

Type Contacts More Info Attachments Signature Review and Submit 5

Basic Info

Type	Alcoholic Beverage Seller and Server Permit
Description	
Applied Date	03/13/2023
License Holder	Hadley Skeffington-Vos

Contacts

Applicant	Hadley Skeffington-Vos 200 E Wood Street,
-----------	--

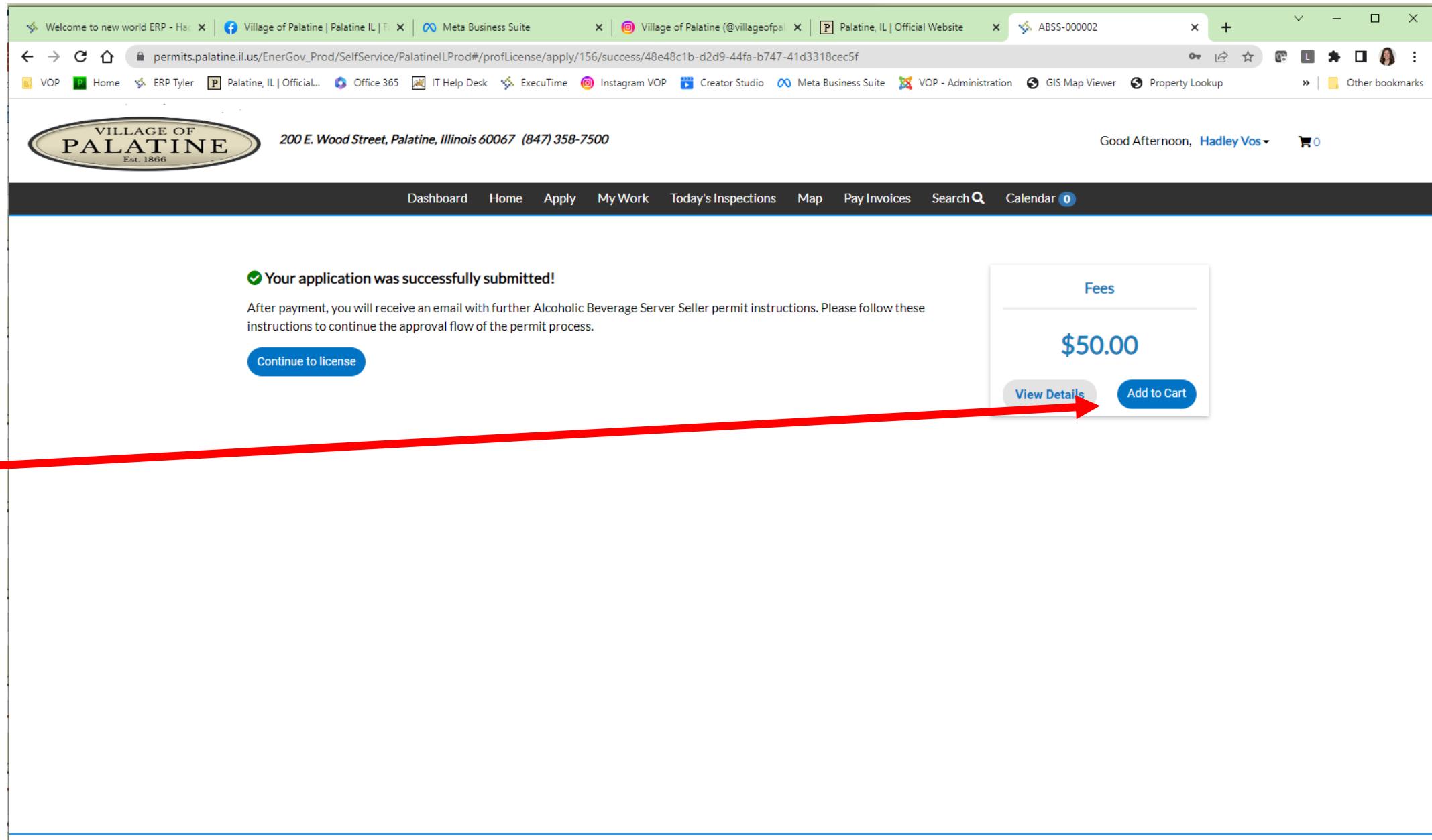
More Info

Applicant Information

Gender	Female
DOB	03/03/2023

[Next Section](#) | [Top](#) | [Main Menu](#)

Select
“Add to
Cart” to
pay for
your ABSS
permit



Welcome to new world ERP - Hadley Vos | Village of Palatine | Palatine IL | Meta Business Suite | Village of Palatine (@villageofpal) | Palatine, IL | Official Website | ABSS-000002

permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd#/profLicense/apply/156/success/48e48c1b-d2d9-44fa-b747-41d3318cec5f

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>Your application was successfully submitted!

After payment, you will receive an email with further Alcoholic Beverage Server Seller permit instructions. Please follow these instructions to continue the approval flow of the permit process.

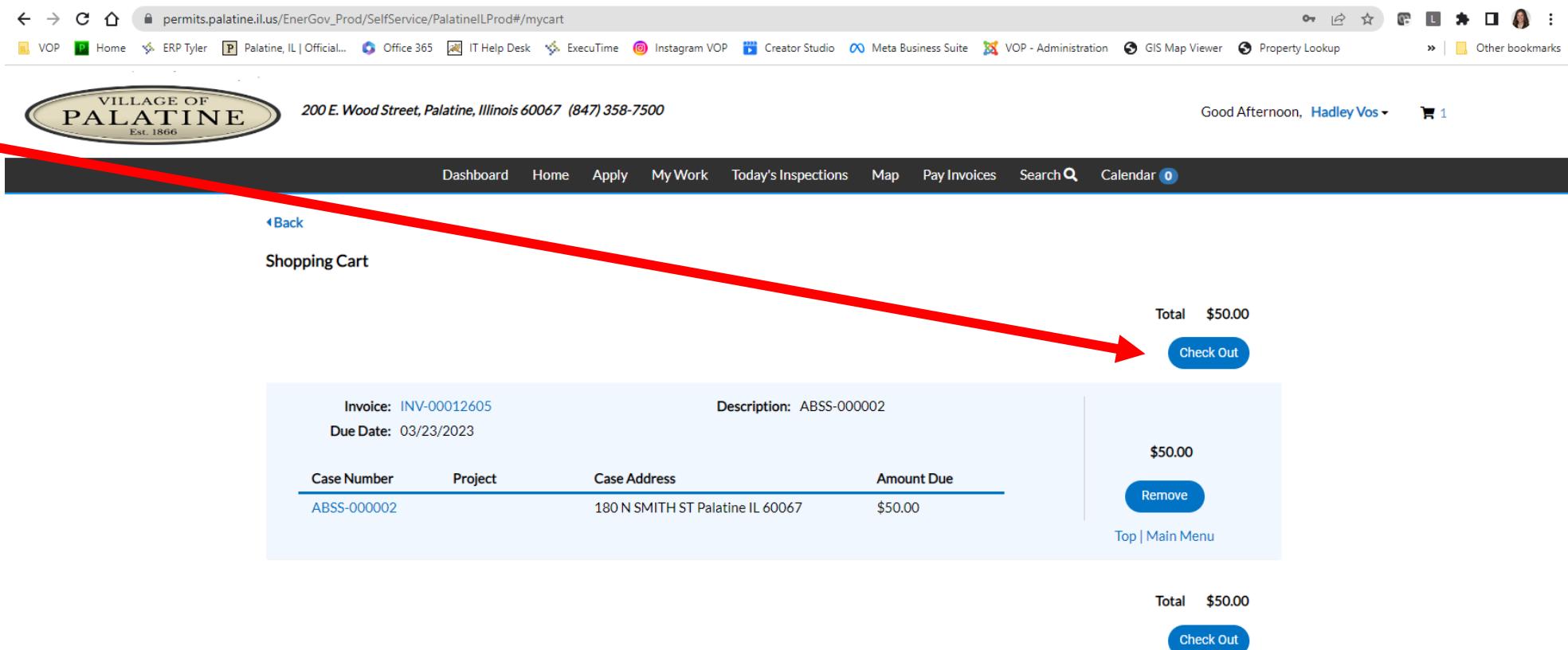
Continue to license

Fees
\$50.00

[View Details](#) [Add to Cart](#)

A red arrow points from the text "Select ‘Add to Cart’ to pay for your ABSS permit" to the "Add to Cart" button.

Select “Check Out” button



permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd#/mycart

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◀ Back

Shopping Cart

Total \$50.00

Check Out

Invoice: INV-00012605 Description: ABSS-000002

Due Date: 03/23/2023

Case Number	Project	Case Address	Amount Due
ABSS-000002		180 N SMITH ST Palatine IL 60067	\$50.00

\$50.00

Remove

Top | Main Menu

Total \$50.00

Check Out

Select “Pay Now” button and you will be directed to enter in payment information on the following pages

MyGovPay
EMPOWERED BY
TYLER TECHNOLOGIES

Village of Palatine, IL
Order Number: 11968
Wednesday, March 8, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00012605	ABSS-000002	1	\$50.00	\$50.00
			Item Total:	\$50.00
			Order Total:	\$50.00

Payment Details *all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type Select one...

Card Number

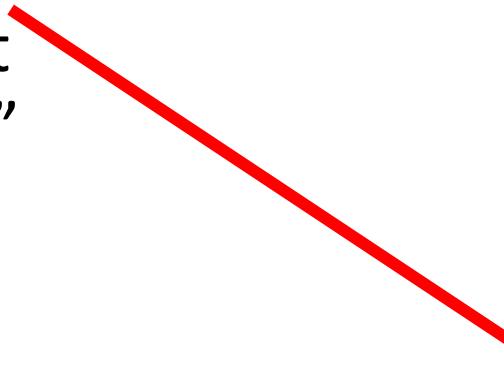
Expiration Date Month... Year...

CVV Code

Pay Now - \$50.00

[Cancel](#)

Select the
“Choose
Payment
Method”
button



Payment for Order Number 7339 - Google Chrome
test.mygovpay.com/palatineil/pay?token=a0d011ea-a339-49dd-a6e7-c884034c0fea

MyGovPay
EMPOWERED BY
TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Village of Palatine, IL - Test
Order Number: 7339
Monday, March 13, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00010972	ABSS-000030	1	\$50.00	\$50.00
			Item Total:	\$50.00
			Order Total:	\$50.00

Payment Details

Choose Payment Method

Cancel

You will receive a confirmation email.

Please contact the Police Department to set up a time to submit your fingerprints.

Fwd: Palatine ABSS Permit - Required Fingerprinting



HADLEY SKEFFINGTON-VOS <hadleyvos8530@comcast.net>

To Hadley SkeffingtonVos

Retention Policy Delete Mail after 5 years (2 years, 9 months)

Expires 12/27/2025



Wed 03/08/2023 3:49 PM

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

----- Original Message -----

From: donotreply@palatine.il.us

To: hadleyvos8530@comcast.net

Date: 03/08/2023 3:46 PM

Subject: Palatine ABSS Permit - Required Fingerprinting

Palatine Alcohol Beverage Servers and Sellers Applicant,

Thank you for submitting your application.

Palatine ordinance prohibits any person with a felony from serving or selling alcohol in a Palatine establishment. Fingerprints are required to conduct a background check for felonies as part of the permit process. Please report to the Palatine Police Department at 595 N Hicks Rd, Monday through Friday anytime between the hours of 8:00am - 4:30pm to have your fingerprints taken. Ask for Chad Erickson at the front desk. You must pay the \$50 fee for your ABSS permit before arrival for fingerprinting.

Class B-1, B-2, and B-3 Liquor License cashiers (grocery, general merchandise, and drug stores) are exempt from the felony fingerprint requirement. However, all managers/assistant managers are still required to be fingerprinted at those establishments.

You can contact Chad Erickson at 847-963-6288 or cericksen@palatine.il.us to ensure his availability before arriving for fingerprinting.

Please complete all employee renewals
prior to May 19, 2023.