

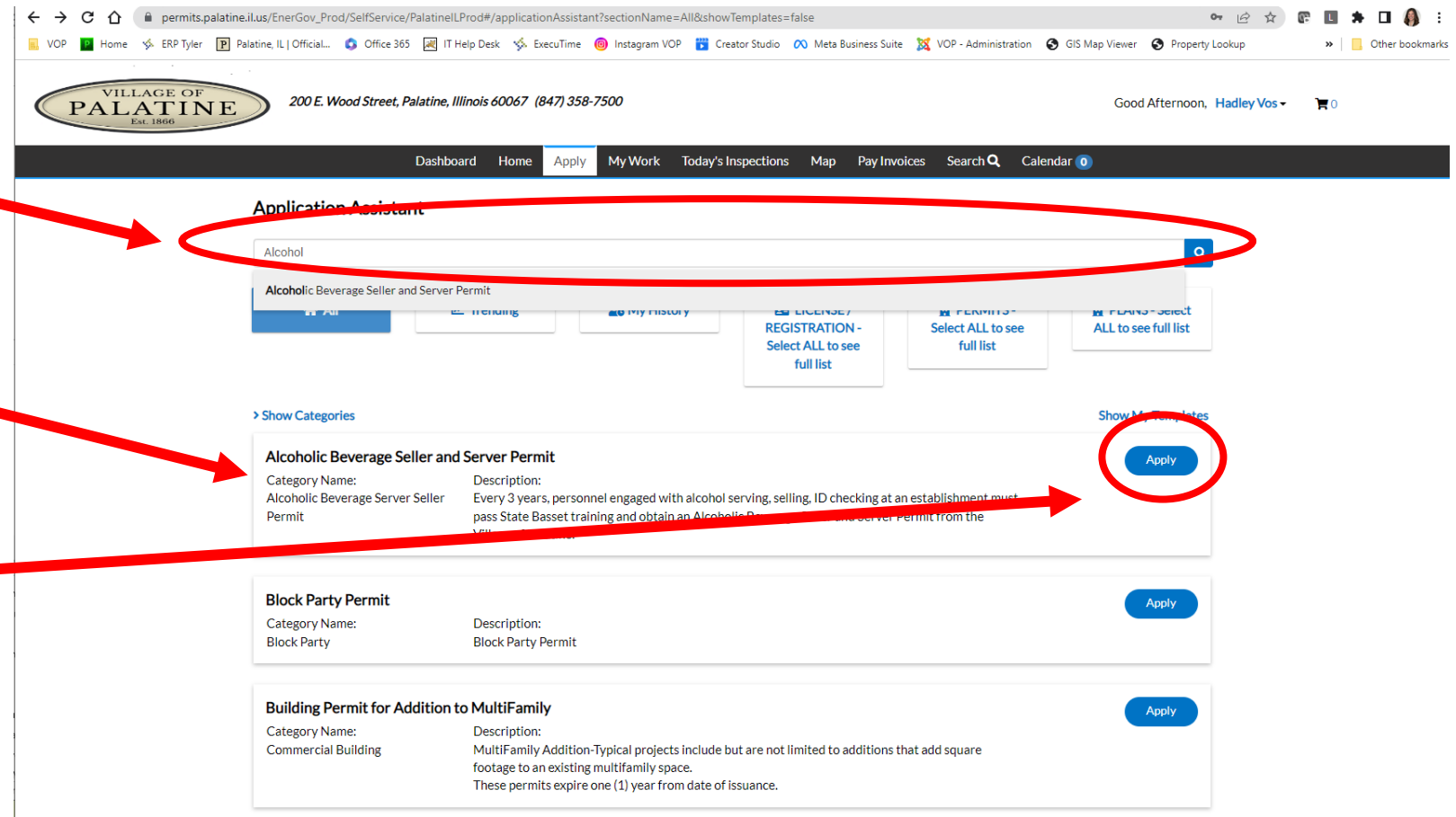
How to Apply for an Alcoholic Beverage Seller and Server Permit



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”





200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500

Good Afternoon, [Hadley Vos](#) ▾



Dashboard Home **Apply** My Work Today's Inspections Map Pay Invoices Search 🔍 Calendar 0

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 Basset 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

VILLAGE OF PALATINE
Est. 1866

200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500

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

1 2 3 4 5 6
Type Contacts More Info Attachments Signature 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** Alcoholic Beverage Seller and Server 

Description 

License Holder Hadley Skeffington-Vos

Create Template  Save  Next

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

Select the "Next" button

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 +"

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

1

2

3

4

5

6

TypeContactsMore InfoAttachmentsSignatureReview 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.

Applicant



Hadley Skeffington-Vos (You)

200 E Wood Street

Applicant

Add Contact

+

Back

Create Template

Save Draft

Next

Please fill in the required fields as indicated with an


*

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[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Pay Invoices](#) [Search](#) [Calendar](#) 0

Apply for License - Alcoholic Beverage Seller and Server Permit

REQUIRED

✓

Type

✓

Contacts

3

More Info

4

Attachments

5

Signature

6

Review and Submit

MORE INFO

Applicant Information

Next Section | Top | Main Menu

*Gender

*DOB

Driver's License/State ID #

Driver's License/State ID State

Employer Information

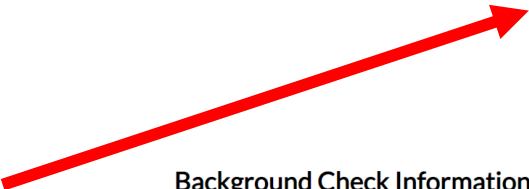
Previous Section | Next Section | Top | Main Menu

*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

☐

Owner

☐

Manager/Asst.

☐

Server☐☐☐☐

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

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 *REQUIRED

Progress: 1. Type (✓) 2. Contacts (✓) 3. More Info (✓) 4. Attachments (4) 5. Signature (5) 6. Review and Submit (6)


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 Basset Certificate

Add Attachment




Supported: .pdf

REQUIRED

Select Type 

Add Attachment



Supported: .pdf

[Back](#) [Create Template](#) [Save Draft](#) [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

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

5

Signature

6

Review and Submit

Hadley Skeffington-Vos

Hadley Skeffington-Vos
March, 13 2023

X

Hadley Skeffington-Vos

Back

Create Template

Save Draft

Next


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


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Apply for License - Alcoholic Beverage Seller and Server Permit REQUIRED

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

✓

Signature

6

Review and Submit

Submit

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

The screenshot shows a web browser window with multiple tabs. The active tab is titled "ABSS-000002" and displays the URL `permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd#/profLicense/apply/156/success/48e48c1b-d2d9-44fa-b747-41d3318cec5f`. The browser's address bar and tabs show various other open pages, including "Welcome to new world ERP", "Village of Palatine | Palatine IL", "Meta Business Suite", "Village of Palatine (@villageofpal)", "Palatine, IL | Official Website", and "ABSS-000002".

The website header features the Village of Palatine logo, the address "200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500", and a greeting "Good Afternoon, Hadley Vos" with a shopping cart icon showing "0".

The main navigation bar includes links for "Dashboard", "Home", "Apply", "My Work", "Today's Inspections", "Map", "Pay Invoices", "Search", and "Calendar".

The main content area displays a success message: "✓ Your application was successfully submitted!". Below this message is a "Continue to license" button. To the right, a "Fees" box shows a fee of "\$50.00" with "View Details" and "Add to Cart" buttons. A red arrow points from the text "Select 'Add to Cart' to pay for your ABSS permit" to the "Add to Cart" button.

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.

Fees
\$50.00
View Details
Add to Cart

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

Welcome to new world ERP - Hae x Village of Palatine | Palatine IL | F x Meta Business Suite x Village of Palatine (@villageofpal x Palatine, IL | Official Website x Payment for Order Number 1196 x

mygovpay.com/villageofpalatine/pay?token=87c4237c-fdfb-46e1-9af1-6242b9603586

VOP Home ERP Tyler Palatine, IL | Official... Office 365 IT Help Desk ExecuTime Instagram VOP Creator Studio Meta Business Suite VOP - Administration GIS Map Viewer Property Lookup Other bookmarks

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 Card Number Expiration Date

CVV Code

Pay Now - \$50.00

Cancel



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

Select the
“Choose
Payment
Method”
button


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 Ericksen 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 Ericksen 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.