



200 E. Wood Street · Palatine, IL · 60067
Telephone: (847) 359-9050 · Fax (847) 359-9094
www.palatine.il.us

FAQ's

Liquor Licensing, ABSS, and Employee Registration

Q: What is an ABSS permit?

A: ABSS stands for Alcoholic Beverage Seller Server Permit, and it is a Village of Palatine permit issued to an alcoholic drink server or seller that holds the position of Manager or Assistant Manager who completes a state-certified beverage alcohol sellers and servers educational and training (BASSET) program and completes a background check.

Q: Who needs an ABSS permit?

A: Every Owner, Manager and Assistant Manager of any licensed liquor establishment.

Q: Who needs a background check?

A: All liquor establishment Owners, Managers and Assistant Managers.

Q: Do I need to get an ABSS if I am applying for a liquor license?

A: Yes, you need to fill out the online ABSS application and submit it. You will also need to report to the Palatine Police Department to be fingerprinted for a background check.

Q: Do I need to keep a copy of my ABSS Permit at the liquor establishment for which I work?

A: Yes, a copy of your ABSS permit is required to be always kept on the liquor establishment premise.

Q: How long is the ABSS good for?

A: Three years.

Q: How do I get a background check?

A: You will get a background check via fingerprinting at the Palatine Police Department. It is suggested that you call on the day that you would like to come, to ensure someone is available to take your fingerprints. Please call the Police Department main line: 847-359-9000.

Q: Do I have to get the ABSS permit online or can I come in person?

A: You must get the ABSS permit online via the Village's CSS portal: https://permits.palatine.il.us/energov_prod/selfservice#/home.



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Q: What if I lost my ABSS permit copy? How do I get a replacement?

A: You can download a copy from your Village CSS portal account. Otherwise, you may contact the Palatine Police Department at 847-359-9000 to request a copy.

Q: How much does it cost to get an ABSS permit?

A: There is no fee; the Village does not charge for an ABSS permit or fingerprinting.

Q: Does someone with an ABSS have to be at the business when we are open for customers?

A: Yes, at least one person with a valid ABSS must be present on the premises whenever you are open and selling alcohol.

Q: When can I get my fingerprints taken?

A: Fingerprints are taken at the Police Department. There are typically staff available five days a week between 3:30 pm and 8:30 pm or a Community Service Officer can also take your fingerprints 5 days a week between 10:45 am and 6:15 pm. On-duty days vary by week. It is suggested that you call on the day that you would like to come, to ensure someone is available to take your fingerprints. Please call the Police Department main line: 847-359-9000.

Q: I am an owner of a liquor establishment, but do not work there. Do I need an ABSS permit?

A: Owners not involved in the daily operations or the serving and selling of alcohol of a licensed premise are not required to obtain an Alcoholic Beverage Seller and Server Permit but must obtain a background check pursuant to Section 3-29 of the Code of Ordinances.

Q: I'm not a manager or assistant manager. What do I need from the Village in order to serve or sell alcohol?

A: All other employees who serve or sell alcohol or check IDs (bartender, bouncer, server, and check-out clerk, etc.) must register on the Village's website (<https://www.palatine.il.us/BASSETRegistration>) and obtain a BASSET certificate. Employees are required to provide a copy of their BASSET certificate to the establishment and the establishment must always keep a copy on premises. There is no fee for employee registration.

Q: How do I register employees?

A: On the Village's website: <https://www.palatine.il.us/BASSETRegistration>.

Q: How much does it cost to register my employees?

A: There is no fee; the Village does not charge for employee registration.



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Q: What do I do with my BASSET certificate?

A: Employees working in liquor establishments are required to have a valid BASSET certificate. They are required to provide a copy of their BASSET certificate to the establishment and the establishment must always keep a copy on premises. You will need your BASSET certificate number when registering with the Village.

Q: I tried to recover my Energov CSS login password but the site isn't working and isn't sending me a reset code?

A: The website recently changed and you may need to select "create new login."

Q: Who can apply for a Video Gaming license?

A: The Village is not accepting new applications for Video Gaming licenses.

Q: How many Video Gaming licenses are available?

A: Currently, there are eleven (11) Video Gaming (VG) licenses, and all licenses are assigned, with no availability for new applications. Should an establishment that has a VG license go out of business or forfeit their VG license, that reduces the maximum and does not create an opportunity for a new applicant to apply.