



City of Bushnell Liquor License Application Guide

This serves as a checklist of items that must be confirmed completed/approved before your institution is compliant with local laws allowing the service of alcohol.

- Pick up application at City Hall, then complete, and return with the following clearly entered:
 1. Name
 2. Address
 3. Phone number
 4. Copy of driver's license
 5. Two (2) forms of proof of residency other than driver's license
(property tax documents, utility bill(s) with name and address, rental agreement, voter registration, pay stub, etc.)

- If there is a bar manager, the same information will be required for them.

Mayor, Police Chief, and Liquor Chair will meet and discuss the completed application.

- (If the applicant is approved to move forward) Complete a background check by contacting Regional Office of Education #26 located in Macomb, IL.
 1. Sign up at **roe26.net** and follow this menu path:
 1. **Testing and Services >> Fingerprinting and Background Checks >> Schedule Appointment >> Fingerprints Miscellaneous >>** Select time and date
 2. Select "**Other**" and type in the following: *Bushnell Liquor License*
 3. A \$70 fee is due for this serviceContact the ROE at 309-575-3226 with any questions regarding the background check process
 2. Results will be sent to the Bushnell Police Department.

- (If the background check clears) City officials will discuss and possibly vote to approve the application at the next regularly scheduled City Council meeting
(bushnell.illinois.gov/living-in-bushnell).

(If the City Council votes to approve the application) The applicant will be contacted to complete the remaining required paperwork. Contact City Hall if you do not receive any outreach.

- Pay for the approved license at City Hall - the fee is based on what class of license you need.

- Acquire a basset certification to be able to serve. ALL individuals serving alcohol are required to complete this and must be 21 years old. Go to www.illinoisbassetcertification.com to complete the 4-hour course. Fees apply.

- Acquire the appropriate liability insurance from your current insurance agency.