

City of Aurora, Illinois

2025 Application to Change Owner, Officer, or Manager



Name and Address of Licensed Business:

Primary Contact Name
Telephone and Email Address

Name of **Former** Owner, Officer, or Manager **Being Replaced**:

Name of New Owner, Officer, or Manager, Telephone, Home and Email Address

Manager Criminal History Affidavit

I hereby attest that I am authorized to act on behalf of the licensee to hire this new manager and that I have conducted the due diligence required into the criminal history of this new manager and have determined that the proposed manager identified herein is eligible to serve as a location manager for this business. This proposed manager does not have a criminal history that would preclude them from serving as a manager in a liquor licensed establishment pursuant to Sec 6-6(a)(1-5) of the Code of Ordinances or the Illinois Liquor Control Act. I understand that pursuant to Sec 6-(k) of the Code of Ordinances that, if the named manager is approved and subsequently found to have a criminal history, my business and liquor license are subject to fine, suspension and/or license revocation.

Signature: _____

Date: _____

Title: _____

Applications for change of owner, officer, or manager may only be signed and submitted by an authorized representative or agent of the Licensee.

The new owner or officer must have a background check approved by the Liquor Commissioner prior to final approval. Updated background checks must be completed every three (3) years.

If a change in ownership totals 50% or more, City Council approval is required, and a new liquor license application must be submitted.

New Managers must submit a valid BASSET Certificate with application.