

# City of Aurora, Illinois

## 2026 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/Manager, Telephone, Home Address, Email Address

**New Role** (ex: owner, officer, or manager):

### 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.