

# Village of Western Springs

**Community Development Department**  
740 Hillgrove Ave. Western Springs, IL 60558  
Ph. 708.246.1800 Fax 708.246.4871

## Liquor License Manager Background Check Process

Submit Manager License  
Application with **\$50 fee**

**Meet with Director of  
Community Development**  
Discuss process, forms and  
related issues

**Martin Scott**  
708-246-1800, ext. 175  
[mScott@wsprings.com](mailto:mScott@wsprings.com)

**Meet with Police  
Department Investigator**  
Initiates background check  
Conducted by Western  
Springs Police Department,  
IL State Police and F.B.I.

Report is sent to  
**Liquor Commissioner**  
Approves/denies  
manager designation

Applicant receives  
forwarded written decision