

Cover Sheet - Background Checks
Alcoholic Beverages Licenses

Name of applicant: _____ **Date of background check:** _____

Type of license applied for:

- _____ Retail alcohol beverages license - agent/officer/member
- _____ Retail alcohol beverage license - individual applicant/sole proprietorship
- _____ Operator's license

Results of background check:

- _____ No record and/or qualified to hold a license
- _____ Disqualified per Guideline #7 for providing a materially false statement regarding a *misdemeanor or felony conviction* in the last 10 years.
- _____ Disqualified based on following guideline(s):

Applicants for an operator's license

Guideline #1 – Applicant for an operator's license with any of the following violations:

- _____ Violations of serving or allowing underage persons on premises within the past 2 years.
- _____ Operating while impaired or under the influence within the past 2 years.
- _____ Convictions involving unlawful use, distribution or possession with intent to distribute a controlled substance or illegal weapon within the past 2 years.
- _____ A pending charge for crime against life or bodily security, or a violent crime against children, which substantially relates.
- _____ A felony conviction within the past 10 years.

Applicants for a retail beverage license

- _____ Guideline #2 – A felony conviction, which substantially relates.
- _____ Guideline #3 – One or more offenses within the past 5 years, or 2 or more offenses within the past 10 years, which involve crimes of violence or threats of violence, lack of cooperation with law enforcement or distribution of drugs.
- _____ Guideline #4 – Two or more offenses within the past 5 years which involve unruly, indecent or disruptive behavior in public, alcohol beverage offenses, possession offenses, operating while under the influence of drugs or intoxicants, open intoxicant violations, or crimes of dishonesty.
- _____ Guideline #5 – A habitual law offender, as deemed by RPD, or with an arrest record involving 2 or more offenses within the last year, 3 or more offenses within the last 5 years, or 5 or more offenses within the last 10 years.
- _____ Guideline #6 – A pending offense for crime against life or bodily security, or a violent crime against children, which substantially relates.

Your records check came back with the following convictions:

<u>Year</u>	<u>Offense</u>
2013	Battery (example)
2014	Disorderly conduct (example)

Based on the above conviction(s) and the City's Policy Guidelines for Arrest and Conviction Records Related to Alcohol Beverages Licenses, you are presumably disqualified for an alcohol beverage license.

This matter will now go before the Public Safety and Licensing Committee on _____, _____, at 5:00 p.m., City Hall, Room _____, for a hearing on your license application. Your appearance at this meeting is mandatory and failure to attend may result in denial of your license application. At the hearing, the Committee will review documented evidence of rehabilitation:

You are required to submit documentation demonstrating your rehabilitation by 5:00 p.m. on the Thursday prior to the Committee meeting. If documentation is received by this deadline, it will be distributed to the Committee and your application will be discussed at the scheduled meeting.

If no documentation is provided by the deadline, you may still present evidence of rehabilitation in person at the Committee meeting. However, your application will not be taken up for action until the following Public Safety and Licensing Committee meeting, to allow the Committee time to review the newly submitted documentation. Original documents will not be returned, please only provide copies to the committee.

Acceptable documentation may include, but is not limited to:

- A letter from an employer or prospective employer stating awareness of your conviction(s) and willingness to support your application
- A certified copy of an honorable discharge or separation under honorable conditions
- A copy of a release document from the Department of Corrections or your parole/probation agent
- A document from the Department of Corrections showing completion of probation, extended supervision, or parole
- Evidence that at least one year has passed since your release from incarceration without subsequent criminal conviction
- Evidence of compliance with all terms of probation, extended supervision, or parole
- Information regarding the nature and seriousness of your offenses
- Mitigating circumstances or social conditions related to the offense
- Your age at the time of the offense
- The length of time elapsed since the offense
- Letters of reference from individuals familiar with your conduct since release
- Any other relevant documentation supporting rehabilitation and current fitness to hold a license

Failure to submit the required documentation by the deadline may result in your application being delayed or rescheduled. If you have any questions, please contact our office.

Thank you,
Office of the City Clerk