

## 1. After Creating an Account, search for Background Check & Fingerprinting (In-State)

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### Application Assistant

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#### Background Check & Fingerprinting (In-state)

Category Name:  
Community Services  
Department

Description:  
Background check and fingerprinting application for in-state residents applying for an annual liquor license.

The following should be completed for the following persons: If an individual or partnership, list all owners and the business manager. If a corporation, list all officers, directors, and all persons owning directly or beneficially 5% or more of the corporation stock. In addition, please complete forms for any person(s) who will be managing the ongoing affairs of this business at these premises.

Apply

## 2. The person logged in will be the “license holder”

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### Apply for License - Background Check & Fingerprinting (In-state)

\*REQUIRED

123456

TypeContactsMore InfoAttachmentsSignatureReview and Submit

LICENSE DETAILS

\* License Type

Background Check & Fingerprinting (

Description

License Holder

Sheb Ozkaptan

Create Template

Save Draft

Next

3. Your Name and Address will appear as the required contact:

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**Apply for License - Background Check & Fingerprinting (In-state)** \*REQUIRED

1

2

3

4

5

6


TypeContactsMore InfoAttachmentsSignatureReview and Submit

CONTACTS

**Required Contacts**

Applicant - person applying for a background investigation and fingerprinting.

Applicant



Sheb Ozkaptan (You)

2329 Shiloh Drive, Aurora, IL, 60503

Applicant

Add Contact

+

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4. Complete the Liquor Fingerprinting and Background Investigation Form, you will attach this document in the next step

**Apply for License - Background Check & Fingerprinting (In-state)** \*REQUIRED

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TypeContactsMore InfoAttachmentsSignatureReview and Submit

MORE INFO

Complete the [Liquor Fingerprinting and Background Investigation form](#). Click "Next" to proceed to the attachments step.

**Background Investigation** [Top](#) [Main Menu](#)

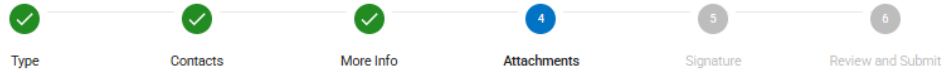
Complete and attach the Background Investigation Form.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## 5. Attach the Form:

Apply for License - Background Check & Fingerprinting (In-state)


\*REQUIRED



### Attachments

#### Required Documents

[Liquor Fingerprinting and Background Investigation form](#)



**Fingerprinting and Background...**  
Liquor Fingerprint and Background Investigation...  
Size: 390 KB  
[Remove](#)

Select Type

**Add Attachment**

Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .tif

[Back](#)

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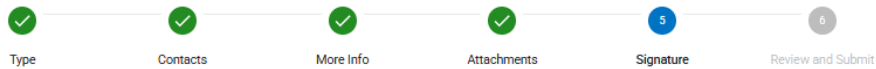
[Save Draft](#)

[Next](#)

## 6. Sign:

Apply for License - Background Check & Fingerprinting (In-state)

\*REQUIRED



### SIGNATURE

By my signature below, I acknowledge that the processing of fingerprints can take up to 60 days and that during that time my employment is conditioned upon a satisfactory police report.

\* Please type your name as consent to electronically sign this application.

Sheb Ozkaptan

Enable Type Signature ☒

S Ozkaptan

Shebneem Ozkaptan  
June, 27 2025

X *S Ozkaptan*

[Back](#)

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[Next](#)

7. Review and Submit is the final step. You will receive an invoice to pay after you submit your application. Follow instructions on the Background Investigation Form to schedule your appointment with the Police Department.