

**INFORMATION/INSTRUCTION SHEET**  
**TO MODIFY EXISTING LIQUOR LICENSE**  
**TO ADD ONE ADDITIONAL VIDEO GAMING TERMINAL**

**Each of the following items MUST be submitted with the application:**

1. Submit copy of the State of Illinois Video Gaming License
2. Proof of the Licensed Premises meeting the \$150 Hold Per Day (HPD) Annual Average Requirement (*Provide a print out of your location's previous 12 months earnings from the Illinois Gaming Board website- [www.igb.illinois.gov](http://www.igb.illinois.gov)*)
3. Completed applications must be returned to:  
City of Rockford Department of Law, 7<sup>th</sup> floor  
425 East State Street  
Rockford, Illinois 61104

**AFTER APPROVAL BY CITY COUNCIL, each of the following items must be submitted PRIOR to issuance of the new video gaming permit and terminal sticker:**

1. Payment in the amount of \$250.00 in the forms of check or money order. Cash is not accepted.
2. Signed and notarized acknowledgment of compliance with conditions of approval of the liquor license.

**Process:**

- After submission of the application, it will be referred to the Code and Regulation committee (every 2<sup>nd</sup> and 4<sup>th</sup> Monday) for consideration. Then, to full City Council for a final vote (every 1<sup>st</sup> and 3<sup>rd</sup> Monday).
- Please allow 3-5 business days after approval by City Council and receipt of the signed acknowledgement and payment for issuance of the new video gaming permit, terminal sticker and updating of our records to reflect a modification to the liquor license.
- PERMITS ARE NOT PREPARED PRIOR TO RECEIPT OF ALL NECESSARY DOCUMENTATION AND PAYMENT.

ANY QUESTIONS, PLEASE CONTACT THE CITY OF ROCKFORD DEPARTMENT OF LAW AT (779) 348-7154