



# OPERATOR/BARTENDER LICENSE APPLICATION

Fee: New/Renewal \$50  
Provisional License \$15

235 Hickory St, Pewaukee WI 53072 - villagehall@villageofpewaukee.wi.gov - 262-691-5660

## APPLYING FOR AN OPERATOR LICENSE

License period begins July 1 and ends June 30 and cannot be pro-rated.

Applicant must have completed an approved Wisconsin Responsible Beverage Service Course in order to obtain an Operator License in the State of Wisconsin and Village of Pewaukee. See [www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx](http://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx) for approved courses.

Applicant is subject to a background check from the police department as a part of the application process. Until the Operator License is approved, applicant must be **directly supervised by a holder of a valid operators license** to serve alcohol. A Provisional License may be obtained to permit the applicant to sell alcohol prior to the Operator License approval which is valid for 60 days, and may only be obtained in combination with an Operator License.

### Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the Village Clerk for clarification.
- Your application will not be processed until you address any outstanding warrants.

## APPLICANT INFORMATION

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Birth City & State: \_\_\_\_\_

Driver's License State & Number: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other Names, Aliases, Birth Dates ever used: \_\_\_\_\_

Licensed Establishment: \_\_\_\_\_ Manager Name: \_\_\_\_\_

## SIGNATURE

*I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I certify I am familiar with the laws, ordinances, and regulations pertaining to the sale of alcoholic beverages and I agree to obey all provisions of the law. I understand that falsification of this application will result in automatic denial. If denied, your provisional license must be surrendered to the Village Clerk immediately.*

\_\_\_\_\_

Applicant Signature

## FOR OFFICE USE ONLY

Circle: New/Renewal \$50.00      Provisional \$15.00—60 days \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      Temporary Operator \$15.00 (Event date: \_\_\_\_\_)

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt# \_\_\_\_\_ Proof of RBS Course: \_\_\_\_\_

Criminal History and Driving Record Check: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Police Chief or Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Village Clerk/Deputy Clerk Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ License Expires June 30, \_\_\_\_\_

## ARREST AND CONVICTION RECORD

Since your 17th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### **BELOW LIST ALL CITATIONS, TICKETS, MUNICIPAL/ORDINANCE VIOLATIONS. PENDING OR CONVICTED CRIMINAL CHARGES & CONVICTIONS. (EXCLUDE PARKING TICKETS) ATTACH ADDITIONAL PAPER IF NECESSARY.**

\*Any citations/tickets/charges not listed will result in a delay of receiving your operator license. You will be required to come back into Village Hall to complete. If you are unsure of your record please visit the [Department of Justice page](#) and the [Wisconsin Circuit Court page](#) to view your record.

Year	Location	Charge	At the time of incident were you under the influence of alcohol	Did the incident occur in or around an establishment that

### **PARAMETERS FOR DENIAL OF AN OPERATOR'S LICENSE (BARTENDER LICENSE)**

If you have three or more convictions of any one offense listed or a combination of three or more convictions of the offenses listed, your application will be recommended for denial.

1. Giving false, incomplete information, misinformation, or failure to disclose on the Application.
2. An arrest or conviction of underage selling during the past 5 (five) years.
3. An arrest or conviction of underage person on premise during the past 5 (five) years.
4. Conviction of any substance abuse during the past 5 (five) years.
5. Conviction of driving under the influence of any alcohol or controlled substance during the past 5 (five) years.
6. Conviction of selling to an intoxicated person during the past 5 (five) years.
7. Conviction of selling after hours in the past 5 (five) years.
8. Conviction of selling without a license in the past 5 (five) years.
9. Conviction of any part of Chapter 125 State Statutes, not listed above, relating to alcohol beverages during the past 5 (five) years.
10. An arrest or conviction of charges related to the activities performed while bartending within the past 5 (five) years.
11. **Any habitual law offender or felon** where the circumstances of the charges substantially related to the licensing activity.
12. A **FELONY** conviction substantially related to alcohol and/or drug activity WILL automatically be denied.

The Village Police Chief and Village Clerk will review all applications. Any licenses recommended for denial will be presented to the Village Board at regularly scheduled Village Board meeting. **If the license is denied** at the Village Board Meeting, the Clerk shall provide the applicant a letter with reasons for denial of their license. Any applicant denied a license may appeal the decision by writing a letter to the Village Clerk within 14 days of receipt of the denial letter. The letter should state in detail the grounds for reversal of the denial and shall be signed by the applicant. The Clerk shall submit the letter and application to the Village Board for further review.

### **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, FEES ARE NON-REFUNDABLE AND YOU CANNOT RE-APPLY UNTIL ONE YEAR AFTER THE DENIAL.**

The village may refuse to issue any license or permit to an applicant who has not paid an overdue forfeiture resulting from a violation of a village ordinance and/or any unpaid municipal taxes, assessments or other fees. This section shall apply to all licenses and permits issued by the village, including retail alcohol beverage licenses, except as specifically limited by applicable Wisconsin Statutes per Ordinance 2.160. I hereby acknowledge that I read and understand the Parameters for Denial of an operator's license for the Village of Pewaukee.

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_