



Application for Operator's/Bartender's License

CASH OR CHECK ONLY!

New Applicant

Renewal License #: _____

FEES ARE NON-REFUNDABLE

Operator License - \$72.00

Operator License plus a provisional - \$87.00

Date Received: ____/____/____

Receipt #: _____

Note: Please allow approximately 3 weeks for application processing.

SECTION 1 - APPLICANT INFORMATION

Legal Name (First name, MI, Last name)		Maiden or Previous	
Street Address		City	State Zip
Driver's License Number/State Identification Number			Driver's License State
Date of Birth	Gender	Phone # (Required)	Email Address:
Name and Address of Establishment you will be selling alcohol - <u>(verify establishment is within City of Appleton limits)</u>			

SECTION 2 - NEW APPLICANT ONLY: You are required to list each and every violation and/or offense for which you have been convicted in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you **EVER** had an Operator's (Bartender's) License? YES NO

If Yes; which Municipality and what year? _____

Have you **EVER** been convicted of a felony? YES NO

If Yes; when, where and what type of violation? (Please be specific) _____

Have you **EVER** been convicted of a misdemeanor or ordinance violation? YES NO

If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

SECTION 3 - RENEWAL APPLICANT ONLY: List any pending charges, citations, tickets, and all convictions since last license application in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you **EVER** had an Operator's (Bartender's) License? YES NO

If Yes; which Municipality and what year? _____

Have you been convicted of a felony since last license application? YES NO

If Yes; when, where and what type of violation? (Please be specific) _____

Have you been convicted of a misdemeanor or ordinance violation since last license application? YES NO

If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

SECTION 4 - NEW APPLICANT ONLY

Must provide proof of completion of a Responsible Beverage Server Course.

SECTION 5- PENALTY NOTICE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: _____ **Date:** ____/____/____

FOR OFFICE USE ONLY

Current License in Other Municipality?	Class Completion Date: ____/____/____	Date Sent to Appleton Police Department: ____/____/____
Date Approved: ____/____/____	Issue Date: ____/____/____	Expiration Date: ____/____/____
		License Number:

OPERATORS/BARTENDERS LICENSE

Operators/Bartenders Licenses are required within the City of Appleton where individuals are selling and distributing any intoxicating liquor or fermented malt beverages. This includes restaurants, convenience stores, gas stations, grocery stores and bars/taverns. See City of Appleton Municipal code Sec. 9-71 for more information and definitions.

- Operators/Bartenders Licenses are valid for a 2-year time period beginning on July 1st and expiring on June 30th.
 - **It is the responsibility of the license holder to renew their license on time.**
 - The City of Appleton does not provide notification to license holders prior to licenses expiring.
 - The application review/approval process takes approximately 3 weeks, so please plan accordingly.
- Once a completed Operators/Bartenders License application is returned to the Office of the City Clerk, a criminal background investigation is conducted, and it is reviewed by several City Departments for approval or denial based upon the statutory qualifications listed in Wisconsin Statutes §125.04(5). Unless failure to grant the license would constitute unlawful employment discrimination as defined by Wisconsin Law (See Wisconsin Statutes §111.335), Operator/Bartender License may not be granted to individuals with arrest or conviction records, “habitual law offenders,” or individuals convicted of a felony who have not been pardoned.
 - Applicants may be issued a Provisional Operators License at the time of application. Provisional Operators Licenses are valid for 60 days and can be used to serve/sell alcohol during the 3-week application review period. For more information on Provisional Operators Licenses see City of Appleton Municipal code Sec. 9-75-11.
- To apply for an Operators/Bartenders License, return the completed, signed application form to the Office of the City Clerk. Applicants must be at least 18 years of age to apply.
 - Initial applicants must provide proof that they have successfully completed an approved responsible beverage server course at time of application.
- Operators/Bartenders Licenses must be on the license holder’s person when serving/selling intoxicating liquor and fermented malt beverages.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
 - Operators/Bartenders License - \$72.00
 - Operators/Bartenders License + Provisional License - \$87.00

If Operators/Bartenders License is lost, a duplicate license can be issued for \$5.00. Contact the Office of the City Clerk for a duplicate license to be issued.

Additional Questions?

Please contact the Office of the City Clerk at (920) - 832 - 6443