

**PAID**  
 CHK / CASH / M.O.  
 DATE: \_\_\_\_\_  
 CHK # \_\_\_\_\_

VILLAGE OF NEW AUBURN  
 130 E Elm St | PO Box 100 | New Auburn, WI 54757 | (715) 237-2223

**OPERATOR'S (BARTENDER'S) LICENSE APPLICATION**

**LICENSE APPLYING FOR:**     One Year (\$30)     Provisional (\$25)     Temporary (\$25)

**SECTION 1 – APPLICANT INFORMATION**

First Name	Middle Initial	Last Name	Suffix (Jr., Sr., etc.)
------------	----------------	-----------	-------------------------

List any other names by which you have been known on official records

Address	Apt #
---------	-------

City	State	Zip
------	-------	-----

Mailing address, if different from above

Telephone Contact Number	Email address
--------------------------	---------------

Wisconsin Driver's License or Identification Number:	Date of Birth
--	---------------

Name and Address where you will be selling alcohol

Have you completed a Responsible Beverage Server Training Course in the state of Wisconsin?    YES    NO

**SECTION 2 – CONVICTION RECORD** – You are required to list each and every violation and/or offense for which you have been convicted. **Please be aware that the Police Department conducts a thorough background check.** Failure to provide complete answers may result in a delay and/or denial of your application.

1. Held an operator's license in the state of Wisconsin?..... YES    NO  
 If yes, where: \_\_\_\_\_
2. Have you ever been convicted of a felony?..... YES    NO  
 If yes, when, where, and what type of violation? (Be specific – MUST list All violations. Attach separate sheet. If none, write "None." \_\_\_\_\_
3. Have you ever been convicted of a misdemeanor, traffic or ordinance violation? ..... YES    NO  
 If yes, when, where, and what type of violation (i.e. speeding, OWI – MUST list ALL violations on record. Attach separate sheet. \_\_\_\_\_

**SECTION 3 – PENALTY NOTICE**

I, the undersigned, hereby apply to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by 125.17, 125.04(5) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, ordinances, resolutions and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

I understand that any willful misrepresentation, falsification, or withholding of information or incomplete statements or answers to questions on the application form will result in rejection of the application. I also understand that should these factors become known after the license has been issued, it is grounds for revocation of the license and possible prosecution for making a false statement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BELOW TO BE COMPLETED BY OFFICE ONLY**

Back Ground Check Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Reason: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ License No. \_\_\_\_\_ Prov. License No. \_\_\_\_\_

## OPERATOR'S LICENSE INFORMATION

**DEFINITION:** A license is required for any person 18 or older who is serving or selling alcohol beverages in an establishment with a Class A, B, or C license unless the person is under the immediate supervision of one of the following:

- The licenses.
- Someone with the privilege of an operator's license.
- The approved agent of a corporation or limited liability company.
- A person with an operator's license.
- A person with a manager's license.

### **QUALIFICATIONS:**

- The applicant must be at least 18 by the time of issuance.
- The applicant may not have been convicted of a felony related to licensing activity or be a "habitual law offender."
- The applicant must have completed a responsible beverage server training course. Applicants are exempt from the training course requirement if they are renewing an existing operator's license, have completed the training course within the last two years, or have held a retail license, manager's or operator's license anywhere in the state within the last two years.

**APPLICATION:** Complete, sign and submit to the Village Clerk's Office. If the applicant has completed the Responsible Beverages Server Course, a copy of the certificate should be submitted with the application. Applicants that have held a license outside of the Village must provide proof of such, prior to the issuance of their license.

**DURATION:** Operator's licenses are issued on a one-year basis. **All operator licenses expire on June 30<sup>th</sup> annually.**

**PROVISIONAL OPERATOR'S LICENSE:** The Village Clerk-Treasurer *may* issue a provisional operator's license to a person who has applied for an operator's license. A provision operator's license expires 60 days after its issuance or when an operator's license is issued to the holder, whichever is sooner.

The fee for a provisional operator's license is \$25.00.

**TEMPORARY OPERATOR'S LICENSE:** The Clerk-Treasurer *may* issue temporary operator's license only to operators employed by or donating their services to non-profit corporations, specifically deemed as 'bona fide' clubs as determined by WI Statutes. The license shall be valid from 1 to 14 days and the period shall be stated on the license. A person is limited to only one such license in a year.

### **FEES:**

- Operator's license application:
  - One-year: \$30.00
- Provisional operator's license: \$25.00
- Temporary operator's license: \$25.00

**GRANTING:** The Village Clerk-Treasurer, as time permits, regularly grants operators licenses. It generally takes two to five business days to process an application depending upon time of submittal and provided that instructions have been followed, all information has been received, and the availability of the Chippewa County Sheriff's Department staffing. Payment **MUST** be received prior to the Clerk issuing licenses-no exceptions!