

## VILLAGE OF NEW AUBURN

Phone: (715) 237-2223 | www.newauburn-wi.com  
PO Box 100 | 130 Elm St E | New Auburn, WI 54757

# OPERATOR'S (BARTENDER'S) LICENSE APPLICATION

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> <b>Mid-Cycle Applicant</b><br><b>\$35</b> After June 30 <sup>th</sup><br>A One (1) Year Operators License will be issued.<br><br><input type="checkbox"/> I am a New Applicant<br><input type="checkbox"/> I had a license issued in the Village last year. | <input type="checkbox"/> <b>Annual Applicant</b><br><i>Annuals Only</i><br><b>\$35</b><br>A one (1) year Operators License will be issued.<br><br><input type="checkbox"/> I am a New Applicant<br><input type="checkbox"/> I had a license issued in the Village last year. | <input type="checkbox"/> <b>Provisional</b><br><i>Maximum of 60 Days</i><br><b>\$15</b><br>A temporary operator's license issued to those who are currently enrolled in a Bartender's Certified Course. WI Stat. 125.17(5) | <input type="checkbox"/> <b>Temporary</b><br><i>Max of 7-14 Days</i><br><b>\$20</b><br>Also known as "Picnic License" Issued to Bona Fide Clubs, etc. Call the Clerk for clarification. WI Stat. 125.17(4) |
|--|--|--|--|

### SECTION 1 – APPLICANT IDENTITY

|   |                        |  |                         |
|---|------------------------|--|-------------------------|
| First Name  | Middle                 | Last Name                                      | Suffix (Jr., Sr., etc.) |
| List any other name(s) you have used or been known as legally               |                        | List any previous State(s) you have resided in |                         |
| Street Address  |                        |  | Apt #, Unit #           |
| City  |                        | State  | Zip                     |
| Mailing Address (If Different Than Above) – Enter PO Box or Other Here      |                        |  |                         |
| Mobile Phone #  | Alternate Home Phone # | Email  |                         |
| WI Driver's License # - Note: You MUST have a WI DL to obtain an OP License |                        | Date of Birth                                  |                         |

### SECTION 1 – APPLICANT QUESTIONS

|   |                           |
|---|---------------------------|
| Have you completed a Responsible Beverage Server Training Course in the State of Wisconsin?   | YES    NO<br>(circle one) |
| If Yes, attach a copy of your Responsible Beverage Server Certificate – A copy is required even if you have received a license from the Village before. |                           |

|  |
|--|
| Establishment / Business Where You will be Selling Alcohol – List Business Name and Street Address |
|--|

**THERE'S MORE! – FLIP OVER – APPLICATION IS NOT ACCEPTED UNTIL COMPLETED IN FULL AND SIGNED.**

## SECTION 2 – CONVICTION RECORD

**You are required to list each and every violation and/or offense for which you have been convicted. Note: The Chippewa County Sheriff's Department conducts a thorough background check. Failure to provide complete answers may delay or result in denial of your application. Answer the following:**

|   |                |
|---|----------------|
| Have you held an operator's license in the State of Wisconsin?    YES    NO<br>(circle one) | If yes, where? |
|---|----------------|

Have you ever been convicted of a felony?    YES    NO (circle one)  
 If yes, answer the following: (attach a separate sheet of paper if necessary)

a) When did the violation occur? List month and year \_\_\_\_\_

b) Where did the violation take place? List city, state, and county \_\_\_\_\_

c) What type of violation was cited? If multiple, list ALL offenses \_\_\_\_\_

\_\_\_\_\_

| Have you ever had any of the following violations?    YES    NO (circle one)<br>If Yes, answer the following AND fill out offense table to the right:<br><br>When was the violation(s): _____<br><br>Where was the violation(s): _____<br><br>What type of violation cited for? _____<br><br>_____<br><i>Attach an additional sheet if needed.</i> | Fill out offense date or write NO if none:<br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">Month / Year</th> <th style="width: 70%; text-align: center;">Offense</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">_____</td><td>• Disorderly Conduct</td></tr> <tr><td style="text-align: center;">_____</td><td>• Underage Drinking</td></tr> <tr><td style="text-align: center;">_____</td><td>• Open Container</td></tr> <tr><td style="text-align: center;">_____</td><td>• Misdemeanor</td></tr> <tr><td style="text-align: center;">_____</td><td>• Traffic (speeding, etc.)</td></tr> <tr><td style="text-align: center;">_____</td><td>• Ordinance Violation</td></tr> </tbody> </table> | Month / Year | Offense | _____ | • Disorderly Conduct | _____ | • Underage Drinking | _____ | • Open Container | _____ | • Misdemeanor | _____ | • Traffic (speeding, etc.) | _____ | • Ordinance Violation |
|--|--|--------------|---------|-------|----------------------|-------|---------------------|-------|------------------|-------|---------------|-------|----------------------------|-------|-----------------------|
| Month / Year   | Offense  |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Disorderly Conduct   |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Underage Drinking  |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Open Container   |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Misdemeanor  |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Traffic (speeding, etc.)   |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |
| _____  | • Ordinance Violation  |              |         |       |                      |       |                     |       |                  |       |               |       |                            |       |                       |

## 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 WI Stat. 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 the license is granted to me.

I understand that any willful misrepresentation, falsifications, or withholding of information or incomplete statements or answers to questions on this application form may result in denial of the application.

I understand that should these factors become known after the license has been issued, it is automatic grounds for revocation of the license and possible prosecution for making a false statement.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## OFFICE USE ONLY

|                                |                    |   |    |  |  |
|--------------------------------|--------------------|---|----|--|--|
| <b>Application Received On</b> |                    | <b>Payment Received</b>                         | \$ | <b>Payment Method (Cash, Check, Chk #)</b> |  |
| <b>Approved On</b>             | ____ / ____ / ____ | <b>If Denied, Reason for Denial:</b>            |    |  |  |
| <b>Denied On</b>               | ____ / ____ / ____ | <b>Chippewa County Sheriff's Dept Signature</b> |    | <b>Date</b>                                |  |
| <b>License No. Issued:</b>     |                    | <b>Clerk-Treasurer Signature</b>                |    | <b>Date</b>                                |  |

## 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.

**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: \$35.00
- Provisional operator's license: \$15.00
- Temporary operator's license: \$20.00

**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!