



N112 W17001 Mequon Road  
 Germantown, WI 53022  
 Clerk's Office: 262-250-4740

License Number Issued: \_\_\_\_\_

License Expires: June 30, 2026

## OPERATOR LICENSE APPLICATION

### Filling out your application

- Applications **must** include: a copy of a valid WI driver's license or state issued ID, **and** a copy of a certificate of completion for the Responsible Beverage Service Course within the last two years, or provide a copy of an operator's license issued within the last two years from another Wisconsin municipality. Approved courses can be found:

<https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>

- If **you need an Operator's License immediately**, you may also apply for a Provisional License, which is valid for 60 days or until your Operator's License is issued, whichever is sooner. If you have not completed the Responsible Beverage Server's Course, you may provide proof of enrollment however, you will be required to provide proof of completion of the course before you receive your Operator's License. Failure to complete the course will result in a loss of the Operator's License.
- Temporary Operators donating their services DO NOT need to complete the Responsible Beverage Course and only ONE Temporary license can be granted per year.

### Review of your application

- The Village of Germantown Police Department will perform a background check before any operator license is granted, including Provisional and Temporary Licenses.**

### OPERATOR LICENSE FEES

<input type="radio"/>	License Fee: Opr fee \$43	\$50
<input type="radio"/>	Inv fee \$7	
	Provisional (OPR)	\$15
	Temporary (OPR) Date Valid:	\$10
<b>Total Due:</b>		

**ALL LICENSE APPLICATIONS  
 INCLUDE A BACKGROUND CHECK.  
 IF YOUR APPLICATION SHOULD BE  
 DENIED BY THE VILLAGE BOARD,  
 YOU CANNOT RE-APPLY UNTIL ONE  
 YEAR AFTER THE DENIAL.  
 FEES ARE NON-REFUNDABLE.**

First Name	M.I	Last Name		
Residence- Street Address		City	State	Zip
Mailing Address if Different		Phone	Date of Birth	
Driver's License Number/State		Email Address:		
Previous Address (If Address has changed within the last 2 years)				
Name of Licensed Establishment where Employed with Street Address		Pick up License:	Gender	
		Mail License:	___ Male ___ Female	

I hereby apply for a license to serve fermented malt beverages and or intoxicating liquors, from the date approved to June 30 of the licensing year applied for inclusive unless sooner revoked, subject to the limitations imposed by the Wisconsin Statutes and Village Ordinances. 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 omissions or false answers on this application will result in automatic denial.** If denied, your provisional license is revoked. The fees that have been paid will not be refunded.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

*For Office Use Only:*

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Proof of RBS Course Provided: Y / N

Criminal History & Driving Record Check Completed Date: \_\_\_\_\_ Police Dept: Approve \_\_\_\_\_ OR Deny \_\_\_\_\_ (Attach basis for denial)

Police Chief or Designee Approval: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

If Denied- Village Board Date: \_\_\_\_\_ Village Board Approval/Denial: \_\_\_\_\_

## Arrest and Conviction Record

Since your 17th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="radio"/> Yes	<input type="radio"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted by a military court-martial?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="radio"/> Yes	<input type="radio"/> No
Have you had any citations, tickets, municipal/ordinance violations or criminal charges/convictions? This includes anything pending and excludes parking tickets. If yes, list below.	<input type="radio"/> Yes	<input type="radio"/> No

### List All Citations, Tickets, Municipal/Ordinance Violations or Criminal Charges/Convictions. Include anything pending and exclude parking tickets.

\*Renewal applicants only need list anything in the last year\*

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

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

**If you have three or more convictions of the offenses listed or a combination of three or more convictions of the offenses, your application will be recommended for denial. A **FELONY** conviction substantially related to alcohol activity **WILL** be an automatic 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.

The Village Police Chief and Village Clerk will review applications. Applications that are denied will be submitted to Village Board for either approval or denial at regularly scheduled Village Board meetings. 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.

**I hereby acknowledge that I read and understand the Parameters for Denial of an operator's license for the Village of Germantown.**

Signature \_\_\_\_\_

Date \_\_\_\_\_