



**Village of
Ashwaubenon**

2155 Holmgren Way • Ashwaubenon, WI 54304

P: 920.492.2301 F: 920.492.2328

www.ashwaubenon.gov

Information / Requirements for Beverage & Intoxicating Liquor Operator's License

(Also Known As 'Bartender's License')

INFORMATION / GUIDELINES

Per state statute, anyone applying for an operator's license must provide proof that a state approved responsible beverage server training course has been completed before the municipality can grant the license.

The Director of Public Safety reviews all applications. Upon approval, the license will be mailed to the applicant.

PROVISIONAL LICENSE:

- A provisional license is valid for 60 days.
- Applicant must show proof of either having completed or currently enrolled in a responsible beverage server training course before a provisional license will be issued.

LICENSE REQUIREMENTS

Fee:

- Operator's license = \$60.00
- Provisional operator's license = additional \$15.00

Identification:

- Valid form of identification issued by a governmental agency containing a photograph of the licensee (per Village of Ashwaubenon Municipal Code)

A copy of ONE of the following:

- For a license that is being renewed, the existing license must be presented as proof at the time of renewal
- Certification from a State approved responsible beverage server training course completed within the past two years
- Proof that applicant has held a retail alcohol license, manager or operator license elsewhere in the State of Wisconsin within the past two years

QUESTIONS/CONCERNS

Please contact the Clerk's office at (920) 492-2302 OR whelgeson@ashwaubenon.gov

REMIT APPLICATION /REQUIRED COPIES / FEES TO:

Clerk, Village of Ashwaubenon, 2155 Holmgren Way, Ashwaubenon, WI 54304



Fees Non- Refundable New		Renewal
Operator's License	Provisional License	Temporary License
\$60.00	\$15.00	\$10.00

Application - Beverage & Intoxicating Liquor Operator's License

In accordance with Chapter 125 of the Wisconsin Statutes, I, the undersigned, do hereby respectfully make application to the Village of Ashwaubenon for a Beverage and Intoxicating Liquor Operator's License.

APPLICANT INFORMATION

Name _____ Date of Birth _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Drivers's License/ID # _____ Maiden Name _____

Email Address _____ Phone Number _____

List any other name, alias, or birth-date used _____

List previous place of residence (prior 5 years) _____
(City, County, State - If more space needed, use back of application)

Business employed as Operator/Bartender _____

APPLICANT CRIMINAL HISTORY

HAVE YOU EVER been arrested and convicted of a felony, misdemeanor, operating under the influence, criminal traffic, or non-traffic local ordinance violation? Please note: **All** offenses **MUST** be listed. All charges that were part of a plea agreement **STILL** must be listed on this application. Failure to do so will result in automatic denial of your license application due to failure to disclose all charges. If needed for reference, visit www.wicourts.gov/casesearch.htm (no charge) or <http://recordcheck.doj.wi.gov> (fee).

☐ **Yes** / ☐ **No** If YES, please list all convictions below. If more space needed, please use back of this application.

Year	Offense / Arrest / Conviction	Arresting Agency

Do you have any PENDING charges? ☐ Yes / ☐ No

If YES, please list pending charges below. If more space needed, please use back of this application.

Year	Offense / Arrest	Arresting Agency

I understand that submitting false information or failing to disclose any requested information may be cause for denial or revocation.

I further certify that I am familiar with the laws and regulations pertaining to the sale of Fermented Malt Beverages and Intoxicating Liquor and I hereby agree, if granted said license, to obey all provisions of said laws, ordinances and regulations.

APPLICANT SIGNATURE _____ DATE _____

MUNICIPAL CODE SECTION 3-2-26(B) requires that every applicant must disclose on his or her application for any license with the Village of Ashwaubenon any and all amounts of money owed to the Village by him or her or by the previous owner of the premises to be licensed. Any applicant failing to disclose such debts may have his license denied or revoked.

I hereby certify that I do not have any outstanding debts owing the Village of Ashwaubenon.

APPLICANT SIGNATURE _____ DATE _____

Remit application & fees to: Clerk, Village of Ashwaubenon, 2155 Holmgren Way, Ashwaubenon, WI 54304

FOR OFFICE USE ONLY

Public Safety ☐ yes / ☐ no _____ DT: _____

Explanation, if denied: _____

Provisional Beverage & Intoxicating Liquor Operator's License

In order to request a provisional license, the applicant is required to show proof of completing a responsible beverage server course (dated within the past two years) or provide proof of a valid license from any Wisconsin municipality (expiration date not more than 2 years prior to this application date).

An applicant who has not yet completed the responsible beverage server course **MUST** be enrolled in that course before a provisional license will be issued and must sign below.

I certify that (as of today) I am enrolled in a responsible beverage server course per Wisconsin Statute 125.17(6).

Applicant Signature _____

Date _____