



CITY OF WAUKESHA CLERK TREASURER OFFICE
201 Delafield Street, Waukesha WI 53188
Tel: (262) 524-3550
www.waukesha-wi.gov

OFFICE USE ONLY! - BTC

Clerk Initials: _____

AAC Date: _____

Record Ck requested: _____

License #: _____

BARTENDER / OPERATOR LICENSE APPLICATION

For license period ending June 30, 2027

Application Information – Section 1

Check One: ☐ First Time Applicant - \$82 ☐ Renewal Applicant - \$82 (skip to Section 2)

☐ Temp License for Non-profit event (Fee: \$22, limit 2/year, 14-day max) Event Name/Date: _____

NEW APPLICANTS ONLY! ☐ Please answer the following questions:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you held a bartender's license in Wisconsin within the last two years? | ☐ Yes | ☐ No |
| 2. Have you acted as an agent of a licensed liquor establishment in Wisconsin within the last year? | ☐ Yes | ☐ No |
| 3. Have you completed a WI Responsible Beverage Server Course within the last two years? | ☐ Yes | ☐ No |

**If you answered "No" to the questions above, state law requires that you complete a WI Department of Revenue approved Responsible Beverage Server course prior to a license being issued. *If you answered "Yes" to any question above, you must provide proof before a license can be issued.*

REQUIRED Applicant Information – Section 2

First Name _____ Middle Name _____ Last Name _____

Maiden Name (if any): _____ Date of Birth _____ Check One: ☐ Male ☐ Female

Phone Number _____ Email _____

Driver's License # _____ State Issued By _____ **Please provide an e-mail address you check regularly**

Home Address _____ City _____ State _____ Zip _____

Violations – Section 3

✓ I understand failure to list all violations may result in my application being rejected. If my application is rejected, I can choose to pay the reapplication fee of \$20 if I want to be issued a license. I further understand that a complete record check will be conducted by the Waukesha Police Department and compared to the information I provided on this application. ☐ Please initial that you understand the above **Not all information is listed on the Wisconsin Court System website also known as C-CAP.**

****Renewal Applicants - only need to disclose new information since the last time you applied for a bartender license.***

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you ever been arrested, cited or convicted of charges related to activities performed while bartending? | ☐ Yes | ☐ No |
| 2. Have you had any arrests, charges, or citations related to controlled substance or involving alcoholic beverages? | ☐ Yes | ☐ No |
| 3. Have you ever been convicted of a felony? | ☐ Yes | ☐ No |

List ALL citations (including traffic), arrests, convictions, dismissals & pending cases from age 18 to now below including details of any questions you answered "Yes" to above. If this is a renewal application, please list all items since your last application. If there are no violations, write none.

List Violations with Approximate Date

If there are no violations, write none.

**Continue on back of form if necessary.*

Employment – Section 4

Place of Employment as licensed operator: _____ Street Name: _____

Applicant Consent & Signature – Section 5

I, the undersigned, do hereby make an application to the City of Waukesha for an Operator's License to serve or sell fermented malt beverages and intoxicating liquors subject to Wisconsin Statutes and City of Waukesha Ordinances. I authorize the City of Waukesha to conduct a background check to verify the information provided and authorize the release of all information regarding my record.

☐ Signature _____ Date _____

☐ E-Mail for Invitation to O&L O&L Date: _____ Council Date: _____

Date: _____

Revised 5/2023