

NAME: _____

VILLAGE OF CLEAR LAKE

Application for Operator's (Bartender's) License

Answer all questions completely. Please print clearly using BLACK INK.

FOR OFFICE USE ONLY:

APPLICATION

- | | |
|---|------------|
| <input type="checkbox"/> Provisional | \$15.00 |
| <input type="checkbox"/> Course Start Date ____/____/____
Expiration Date ____/____/____ | |
| <input type="checkbox"/> Temporary (expires in 1-14 days) | Non-Profit |
| <input type="checkbox"/> Initial Operator's (1 Year) | \$25.00 |
| <input type="checkbox"/> Renewal # _____ | \$25.00 |
| <input type="checkbox"/> Background Check | \$ 7.00 |

TOTAL AMOUNT PAID \$ _____

DATE RECEIVED ____/____/____

RECEIPT NUMBER _____

RESPONSIBLE BEVERAGE SERVER

COURSE COMPLETION DATE ____/____/____

APPROVED LICENSE # _____ DENIED

DATE MAILED LICENSE OR DENIAL ____/____/____

PART A - APPLICANT INSTRUCTIONS

- Please read this form carefully prior to filling out your Operator's (Bartender's) License. Any questions should be directed to the Village Clerk's office at 715-263-2157.
- Applicant understands that the application and license fee payments are non-refundable and are due and payable at the time of filing the application form.
- Standard Operator's Licenses issued by the Village of Clear Lake are valid for a period of one (1) year and shall expire on the 30th day of June.
- To apply for a new Operator's License, one of the following **must be provided** along with your completed, signed application and applicable fees:
 1. Certificate of Completion from the Responsible Beverage Service Course dated within the past 2 years.
 2. A current Operator's License from another municipality in the State of Wisconsin from the past 2 years.
- If an Operator's License is needed immediately, a temporary Provisional License may be applied for. Only one Provisional License per person per year will be issued. Provisional Licenses are valid for 60 days after issuance. Provisional Licenses will only be issued to an applicant who has completed an authorized Responsible Beverage Service Course or holds a valid Operator License from another municipality, and has not been denied an Operator's License or has not had their license revoked or suspended within the past twelve (12) months.
- Temporary Licenses may be issued at no fee provided that:
 1. This license is issued only to operators employed by, or donating their services to, non-profit organizations.
 2. No person may hold more than one license of this kind per year.
 3. The license is valid for any period from one (1) to fourteen (14) days, and the period for which it is valid is stated on the license.
- Applicant must complete the application parts A and B completely and accurately. Any incomplete, inaccurate or untruthful information on any license application shall be cause for denial of such license.

- Applicant must meet the below requirements. **PLEASE CHECK EACH STATEMENT AS READ.**

- Applicant must be at least 18 years or older for an Operator's License.
- Applicant must not have a felony conviction within the last 5 years, the offense(s) substantially relating to the alcohol beverage licensing activity, or be a habitual law offender as defined in State Statutes 9.39.62(2). In determining habitual law offender status, the background check may go back 15 years.
- Applicant has not had an OWI conviction within the past one year.
- Applicant has not had two or more alcohol related convictions within the past 2 years.
- Applicant does not have any criminal or ordinance convictions that are related to the license requested, to include but not limited to, gambling, controlled substances, disorderly conduct, battery in bar within the past 2 years.
- Applicant does not have a possession of a controlled substance conviction within the past 2 years.
- Applicant does not have a Sale or Delivery of controlled substance conviction within the past 5 years.
- Applicant has no court assessments or has complied with all court ordered assessments resulting from an OWI or controlled substance conviction.
- Applicant does not have any pending charges, the offense(s) of which are substantially relating to the alcohol beverage license.

A criminal background records check will be conducted on all applicants by the Clear Lake Police Department. This background check will include, but is not limited to, Wisconsin State Criminal History, Clear Lake Police Department records, Driver's License (CIB, NCIC, P&P, DOT) and with other law enforcement agencies where applicant previously resided. The Clear Lake Police Department will make a report and recommendation to the Village Clerk on the applicant based on the above criteria. If granted, your Operator's License can be picked up at the Village Clerk's office. Please allow up to five (5) business days for processing.

Return all pages of this application in person to:

Please Note: Application must be signed in the presence of a notary public or the Village Clerk.

Village of Clear Lake
350 4th Ave.
P.O. Box 48
Clear Lake, WI 54005

Make checks payable to:

Village of Clear Lake

PART B - APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATION LIQUORS

I, undersigned, do hereby make application to the local governing body of the Village of Clear Lake, for a license to serve Fermented Malt Beverages and Intoxicating Liquor from the date hereof until June 30, _____, unless revoked or suspended sooner, subject to the limitations imposed by §125.32 (2) and §125.68(2) of the Wisconsin State Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

ANSWER ALL QUESTIONS COMPLETELY. PLEASE PRINT CLEARLY USING BLACK INK. Use the reverse side if you cannot answer any question in the space provided.

APPLICANT INFORMATION

First Name	Middle Name	Last Name	Maiden Name
Address of Residence			Home Phone Number
City	State	Zip Code	Place of Birth
How long have you lived in Wisconsin?	City and State of Former Residency? (if applicable)		Date of Birth
Previous Address			Sex: Race:
Driver's License Number		State of Issuance	

EMPLOYER INFORMATION

Employer's Name	Date of Employment		
Address of Employer	Employer Phone Number		
City	State	Zip Code	Type of Establishment

APPLICANT QUESTIONNAIRE

- Do you hold or have you ever been issued any license (including Operator License) or permit associated with the sale of alcoholic beverages and issued in the State of Wisconsin within the last two years? (If so, attach copy of license.) Yes No

If Yes, Type of license or permit. _____
 Dates License Held ____/____/____ to ____/____/____
 Issuing Municipality _____

- Have you successfully completed a Responsible Beverage Service Course or have held a valid operator license in Wisconsin within the last two (2) years? (If this is a new application, attach certificate of class completion or operator's license from another municipality valid within the last two years) Yes No
- Are you currently enrolled in a Responsible Beverage Service Course? Yes No

If yes, Location of Course: _____

Date of Course: ___/___/___ Date of Completion: ___/___/___

- Have you EVER been convicted of any felony, misdemeanor, or ordinance violation other than minor traffic violations? Yes No

Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction

- Are there currently any criminal charges presently pending against you? Yes No

Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction

PART C – TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC OR VILLAGE CLERK

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the undersigned, being duly sworn on oath, says that he/she is the person who made the foregoing application and that the information supplied is true and correct. False, inaccurate or omitted information may be grounds for denial of application. The signer certifies that he/she is familiar with the laws and regulations pertaining to the sale of alcoholic beverages. Signer agrees to observe the provisions of the Village of Clear Lake Municipal Code, and the Wisconsin Statutes. The signer agrees that the license, if granted, will not be assigned to another. **YOU MUST CARRY ON YOUR PERSON A VALID PICTURE ID ISSUED BY A GOVERNMENTAL AGENCY (DRIVER'S LICENSE, PASSPORT, ETC.) AT ALL TIMES WHILE WORKING PURSUANT TO THE OPERATOR'S LICENSE. WHILE WORKING PURSUANT TO A PROVISIONAL LICENSE, YOU MUST ALSO KEEP THIS FORM ON YOUR PERSON AT ALL TIMES.**

_____/_____/_____
Applicant's Signature _____/_____/_____
Date

**Village of Clear Lake
 Polk County
 State of Wisconsin**

Sworn to and subscribed before me on this _____ day of _____, 20_____.

_____/_____/_____
Notary or Clerk Signature Notary Public Municipal Clerk

My commission expires: _____ or is permanent.

VILLAGE SEAL

For Office Use Only

Approved Denied

Officer: _____

Date Referred to Police Dept: ___/___/___

Date of Background Check: ___/___/___

Date Approved or Denied: ___/___/___

Date Referred Back to Clerk: ___/___/___

Temporary # _____

Provisional # _____

Operator's # _____

Renewal # _____

Establishment: _____

Date Approval or Denial

PART D - TO BE COMPLETED BY THE CLEAR LAKE POLICE DEPARTMENT

Applicant: _____

Approved Denied

A copy of this document is required by Sec. 7-2-34 of the Clear Lake Municipal Code to be delivered to the applicant in the event of denial of an Operator License.

Clear Lake Municipal Code: Sec. 7-2-34. If the application is denied by the Village Board, the Village Clerk-Treasurer shall, in writing, inform the applicant of the denial, the reasons therefore, and of the opportunity to request a reconsideration of the application by the Village Board in a closed session. Such notice shall be sent by registered mail to, or served upon, the applicant at least ten (10) days prior to the Village Board's reconsideration of the matter. At such hearing, the applicant may present evidence and testimony as to why the license should be issued. If, upon reconsideration, the Board again denies the application, the Village Clerk-Treasurer shall notify the applicant in writing of the reasons therefore. An applicant, who is denied any license upon reconsideration of the matter, may apply to Circuit Court pursuant to §125.12(2)(d), Wis. Statutes for review.

Reason for Denial:

Signature of Reviewing Officer

____/____/____
Date

VILLAGE SEAL

Signature of Police Chief

____/____/____
Date

Signature of Village Clerk

____/____/____
Date

