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Village of
Ashwaubenon
2155 Holmgren Wy • Ashwaubenon, WI 54304
P: 920.492.2302 F: 920.492.2328
www.ashwaubenon.com

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, and the Village Board has final approval of operator license applications.

The approved licenses are mailed to the applicant's address the day following the Village Board meeting at which they are approved.

Provisional License:

-A provisional license will be issued after 12:00 PM on the next business day and is valid for 30 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 = $30.00
-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-Treasurer's office at (920) 492-2302 OR bstein@ashwaubenon.com

Remit Application /Required Copies / Fees To:

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

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Office Use Only:

New ☐ Renewal ☐ Other _____

Type	*Fees*	*Paid*	*Delivery (circle one)*
Operator's License	$30.00	☐	mail
Provisional License	$15.00	☐	mail / Pickup
Temporary License	$10.00	☐	mail / Pickup

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 Ashwaubenon Village Board for a Beverage and Intoxicating Liquor Operator's License for the year ending June 30, 20_____.

Applicant Information

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

Home Address _____ Phone Number _____
(Street, City, Zip Code)

Drivers's License/ID # _____ State _____ Maiden Name _____

Email Address _____

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/or convicted of a felony, misdemeanor, citation, or ordinance violation? ☐ 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 also understand the fee is not refundable, except partial reimbursement in cases where the Village may deny my application. I further certify that I am familiar with the laws and regulations pertaining to the sale of Fermented Malt Beverages and Intoxicating Liquor under Class "A" and Class "B" Licenses 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-Treasurer, Village of Ashwaubenon, 2155 Holmgren Wy, Ashwaubenon, WI 54304

FOR OFFICE USE ONLY

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Explanation, if denied: _____

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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** _____

PROVISIONAL LICENSES WILL BE ISSUED THE FOLLOWING BUSINESS DAY AFTER 2 PM