

8040 S. 6th Street
Oak Creek, WI 53154
(414) 766-7000



OPERATOR APPLICATION
APPLICATION FOR LICENSE TO SERVE
FERMENTED MALT BEVERAGE AND
INTOXICATING LIQUORS

License \$100
Provisional \$15
Duplicate \$10

NEW / RENEWAL

Date of Application: _____ 20 _____

To the City Clerk of the City of Oak Creek, Wisconsin:

I hereby apply for a license to serve, from date hereof to June 30, 20_____ inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the City of Oak Creek Municipal Code Section 7.80 and Wis. State Statutes Section 125 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.

Name of Applicant: _____
(first) (middle) (last)

Home Address: _____
(street) (city) (state) (zip)

Male Female Telephone Number: (_____) _____

Date of Birth: _____ Place of Birth: _____

Driver's License No.: _____ State: _____

Aliases used, maiden or, previous name(s): _____ E-mail: _____

List city and state in which you resided during last 5 years: _____

Have you ever been convicted of any alcohol related offenses, citations, tickets (e.g. OWI, DUI, open intoxicant, underage alcohol consumption, etc.) (list offense(s) below, conviction date and city) Yes No

Have you ever been convicted of violating any license law or ordinance regulating the sale of intoxicating liquors? (list offense(s) below, conviction date and city) Yes No

Have you ever been convicted of **any of the following:** Yes No

- * Felony
- * Misdemeanor
- * Non-traffic tickets / citations
- * Violation of any Wisconsin laws
- * Violation of laws of any other state(s)
- * Violation of any federal laws
- * Violation of ordinances of any municipality

If so, state nature of offense: _____

Date of Conviction: _____ Name of court: _____

I hereby verify that I have read and understand the "**Important Notice to All Operator (Bartender) Applicants**" bulletin and authorize the Oak Creek Police Department to conduct a police record check.

PLEASE BE ADVISED THAT A POLICE RECORD CHECK WILL BE CONDUCTED ON ALL APPLICANTS. OMISSION OR FALSIFICATION OF INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL.

X _____
(signature of applicant)

Operator License No.: _____

Date issued: _____

Employer: _____
Rev. 3/2019



**IMPORTANT NOTICE
TO ALL OPERATOR
(BARTENDER) APPLICANTS**

PLEASE READ BEFORE COMPLETING APPLICATION FOR OPERATOR (BARTENDER) LICENSE

BE ADVISED that failure to **accurately and completely** answer the questions on the application for Operator (Bartender) license relating to any law enforcement conviction record may result in **DENIAL** of your license.

The Oak Creek Police Department will run a record check by name and driver's license number and will conduct a criminal background check. No juvenile incidents will appear in this report.

Make sure you list:

- ANY Operating / Driving While Intoxicated (OWI/DWI) convictions
- ANY alcohol-related convictions (open intoxicants; underage drinking)
- ANY drug-related convictions
- ANY tickets / citations that have been issued to you in any community / state (does not include speeding tickets).
- ANY misdemeanor (non-felony) arrests / convictions (such as retail theft)
- ANY federal charges / convictions issued by a federal agency (felony convictions)

Pursuant to Oak Creek Municipal Code, Section 7.82(j)(6), an Operator license may not be issued to anyone who has been convicted within a five-year period prior to license application of possession or delivery of a controlled substance.

Pursuant to Wisconsin State Statutes Section 125.04(5)(b), an applicant for an Operator license may not have been convicted of a felony substantially relating to the licensing activity, nor be a "habitual law offender".

IF YOU HAVE ANY QUESTIONS, PLEASE ASK AN EMPLOYEE IN THE CITY CLERK'S OFFICE FOR ASSISTANCE.

At the time of application, the applicant is required to:

- Submit full payment
- Provide a copy of their current Photo ID
- Provide a copy of a valid Responsible Beverage Server training course certificate (a valid bartender license from another Wisconsin Municipality or a valid alcohol business license where the individual is listed as the Agent is accepted in lieu of the Responsible Beverage Server training course certificate).

Bartender / Operator's License

**2-year licenses, July 1 through June 30
Municipal Code Section 7.82(j)**

To apply for a bartender license, applicant must:

- Complete application, including signature
- Read "Important Notice to All Bartender (Operator) Applicants' bulletin on page 2 of application.
 - Applicant should list any convictions, citations, etc., received after 18 years of age.
 - Applications with convictions not listed will be referred to the City Attorney's office for review and presented to a License Committee meeting for a recommendation.
 - Applicants with 2 or more convictions directly related to the license activity, occurring within the last 5 years, are subject to denial for habitual offender.
- Provide full payment (cash or check only)
If application is denied, a partial refund in the amount of \$25 is provided
- Provide a copy of one of the following (can be no more than 2 years expired):
 - Responsible Beverage Server training certificate
 - Operator license from another Wisconsin municipality
 - Retail liquor license listing applicant as "agent"

If you are not able to provide a copy of one of the above documents, you may apply for a Provisional (60-day temporary license) at the time of your license application. Applications will not be processed until application is complete.

- Provide a valid Photo ID

Applications will be reviewed and submitted for Common Council action. This process may take 2-3 weeks.