

OPERATORS (BARTENDERS) LICENSE APPLICATION

REGULAR LICENSE valid July 1, 2023 - June 30, 2025

\$50.00

Date Paid: _____ Cash/Check # _____ Receipt # _____
Act Code 100-00-44115-000

PROVISIONAL LICENSE INFORMATION: If applying for a **NEW** and **not a renewal** license between **May 1 to June 30**, a provisional license may be necessary until the REGULAR license takes effect on July 1. A provisional license is issued for a period of 60 days. Fees due at time of application: \$15 provisional + \$50 regular = \$65.

PLEASE PRINT CLEARLY. THANK YOU.

Name of business where you will be utilizing this license? (answer required)

If you work for Kwik Trip, please provide the store # or street address.

First Name (must match ID)		Middle Name (must match ID)		Last Name (must match ID)		Male <input type="checkbox"/>	
						Female <input type="checkbox"/>	
Email Address				Telephone No.			
Street Address of Where You Live			City		State		Zip
Date of Birth		Driver's License or ID #		DL State		DL Expiration	

Please be advised that the Police Department will review and verify the information contained in this application.

If the information is incomplete or incorrect, it is likely that the application will not be approved.

1.	Have you ever been issued a REGULAR LICENSE from the City of Altoona?	<input type="checkbox"/> NO: you are a NEW applicant >> Please answer questions 2, 3 and 4 <input type="checkbox"/> YES: please record the expiration date of that license here: _____ If the license expired MORE than 2 years ago, you are a NEW applicant >> go to question 2 If the license expired LESS than 2 years ago, you are a RENEWAL applicant >> go to question 5.													
2. NEW	Within the past two (2) years, have you completed the Bartender's Training Course in the State of Wisconsin OR do you have a REGULAR LICENSE from another Wisconsin municipality?	<input type="checkbox"/> NO STOP Your application cannot be processed at this time <input type="checkbox"/> YES >> Please attach a copy of your Wisconsin class certificate OR a copy of a current bartender license from other community > go to question 3													
3. NEW	Did you attach a copy of your Wisconsin class certificate or current REGULAR license from another community?	<input type="checkbox"/> NO STOP Your application cannot be processed at this time <input type="checkbox"/> YES >> go to question 4.													
4. NEW	Will you be working unsupervised before a REGULAR license is issued?	<input type="checkbox"/> NO >> go to question 5 <input type="checkbox"/> YES >> When submitting this application to Altoona City Hall, please speak to the City Clerk so that your work status can be clarified >> go to question 5.													
5.	Have you lived out of state in the past 5 years?	<input type="checkbox"/> NO >> go to question 6 <input type="checkbox"/> YES, please list the locations _____ <div style="display: flex; justify-content: space-between; width: 100%;"> City State City State </div>													
6.	Have you violated any laws, including UNDERAGE DRINKING ?	<input type="checkbox"/> NO >> go to question 7 Failure to list prior convictions is a basis for denial <input type="checkbox"/> YES >> What state(s) have you violated laws in? _____													
<p>LIST ALL PAST VIOLATIONS If you need more room, please use a separate sheet of paper, and attach hereto.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Year _____</td> <td style="width:50%;">Nature of Offense _____</td> <td style="width:25%;">Year _____</td> <td style="width:20%;">Nature of Offense _____</td> </tr> <tr> <td>Year _____</td> <td>Nature of Offense _____</td> <td>Year _____</td> <td>Nature of Offense _____</td> </tr> </table> <p>LIST ANY CURRENT PENDING CRIMINAL VIOLATIONS</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Year _____</td> <td style="width:50%;">Nature of Offense _____</td> <td style="width:25%;">Year _____</td> <td style="width:20%;">Nature of Offense _____</td> </tr> </table>				Year _____	Nature of Offense _____	Year _____	Nature of Offense _____	Year _____	Nature of Offense _____	Year _____	Nature of Offense _____	Year _____	Nature of Offense _____	Year _____	Nature of Offense _____
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7.	Are you currently on probation or parole?	<input type="checkbox"/> NO >> go to question 8 <input type="checkbox"/> YES >> Agent's name and phone # _____ >> go to question 8													
8.	Have you EVER used a different name or changed your name?	<input type="checkbox"/> NO >> go to question 9 <input type="checkbox"/> YES >> List ALL other names here: _____ >> go to question 9													
9.	Did you attach a copy of your driver's license or photo ID to this application?	<input type="checkbox"/> NO STOP Your application cannot be processed at this time <input type="checkbox"/> YES >> go to Applicant's Statement below													

APPLICANT'S STATEMENT

STAFF USE ONLY

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree in the consideration of the granting of the PROVISIONAL and/or REGULAR license to comply with the laws of the State of Wisconsin and to the provisions of the Municipal Code of Ordinances of the City of Altoona.

Applicant's Signature _____

Date _____

	Date	Staff Initials
Scanned + filed _____	_____	_____
Emailed to PD _____	_____	_____
Approved by PD _____	_____	_____
Denied by PD _____	_____	_____