

OPERATORS (BARTENDERS) LICENSE APPLICATION

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.

REGULAR LICENSE valid July 1, 2024 - June 30, 2026	\$50.00	Date Paid: _____	Cash/Check # _____	Receipt # _____ <small>Acct Code 100-00-44115-000</small>
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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.

First Name <i>(must match ID)</i>	Middle Name <i>(must match ID)</i>	Last Name <i>(must match ID)</i>	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

Name of business where you will be utilizing this license?
If you work for Kwik Trip, please provide the store # or street address.

1. Have you ever been issued a REGULAR LICENSE from the City of Altoona? NO: you are a NEW applicant. **Please answer questions 2 and 3**
 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 4.

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? NO **STOP** Your application cannot be processed at this time
 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 Will you be working unsupervised before a REGULAR license is issued? NO > go to question 4
 YES: When submitting this application to Altoona City Hall, please ask for the City Clerk so that your work status can be clarified > go to question 4.

4. Have you lived out of state in the past 5 years? NO > go to question 5
 YES, please list the locations _____
City State City State

5. Have you violated any laws, including UNDERAGE DRINKING? NO > go to question 6 **Failure to list prior convictions is a basis for denial**
 Yes: What state(s) have you violated laws in? _____

LIST ALL PAST VIOLATIONS If you need more room, please use a separate sheet of paper, and attach hereto.

Year _____ Nature of Offense _____	Year _____ Nature of Offense _____
Year _____ Nature of Offense _____	Year _____ Nature of Offense _____

LIST ANY CURRENT PENDING CRIMINAL VIOLATIONS

Year _____ Nature of Offense _____	Year _____ Nature of Offense _____
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6. Are you currently on probation or parole? No > go to question 7
 Yes > Agent's name and phone # _____

7. Have you EVER used a different name or changed your name? NO > go to question 8
 YES, list ALL other names here: _____ > go to question 8

8. Did you attach a copy of your driver's license or photo ID to this application? NO **STOP** Your application cannot be processed at this time
 YES > NEW applicants go to question 9 RENEWAL applicants go to Applicant's Statement below

9. NEW Did you attach a copy of your Wisconsin class certificate or current REGULAR license from another community? NO **STOP** Your application cannot be processed at this time
 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 _____	_____	_____