



OPERATOR LICENSE APPLICATION

621 6th Street, PO Box 98
Kiel, WI 53042
Clerk's Office: 920-894-2909

Filling out your application

- All **NEW** applications must include: a copy of a valid WI driver's license or state issued ID, and a copy of a certificate of completion for the Responsible Beverage Service Course within the last two years, or an operator's license issued within the last two years from another Wisconsin municipality must be provided. (You can find approved courses at www.revenue.wi.gov/training/alcSellerServer.html).
- Licenses are renewed every two years (in odd years) and are good from July 1st to June 30th. The cost for renewing a license is \$45. If applying for a new license during the first year of the current license period the cost is \$45. If applying for a new license during the second year of the current license period the cost is \$25.

Review of your application

- The City of Kiel Police Department will review your application and return to the City Clerk upon approval.

**ALL LICENSE APPLICATIONS
INCLUDE A BACKGROUND CHECK.
IF YOUR APPLICATION SHOULD
BE DENIED YOU CANNOT RE-APPLY
UNTIL 6 MONTHS AFTER THE
DENIAL DATE**

**APPLICATION FEES ARE
NON-REFUNDABLE**

First Name	M.I	Last Name	
Residence- Street Address		City	State Zip
Mailing Address if Different		Phone	Date of Birth
Driver's License Number/State		Email Address	
Previous Address (If Address has changed within the last 2 years)			
Name of Licensed Establishment		Gender ____ Male ____ Female	Approval Notification ____ Phone ____ Email

I hereby apply for a license to serve fermented malt beverages and or intoxicating liquors, from the date approved to June 30th of the licensing year applied for inclusive unless sooner revoked, subject to the limitations imposed by the Wisconsin Statutes Section 125.32 (2) and 125.68 (2) and City Ordinances. I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I certify I am familiar with the laws, ordinances, and regulations pertaining to the sale of alcoholic beverages and I agree to obey all provisions of the law. **I understand that omissions or false answers on this application will result in automatic denial.**

Applicant Signature

Date

For Office Use Only:

Date: _____ Amount Paid: _____ Receipt No: _____ Proof of RBS Course (y/n): _____

Criminal History & Driving Record Check Completed Date: _____ Police Dept: Approved _____ Denied _____ (Attach reason for denial)

Police Chief or Designee Signature: _____ Incident No: _____

License No.: _____ Date Issued: _____ Exp. Date: _____ City Clerk Signature: _____

Arrest and Conviction Record

Have you ever been convicted of a felony or misdemeanor (including criminal traffic offenses)?	<input type="radio"/> Yes	<input type="radio"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted by a military court-martial?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="radio"/> Yes	<input type="radio"/> No
Do you have any pending citations, tickets, or criminal charges? If yes, list below.	<input type="radio"/> Yes	<input type="radio"/> No
Do you have any past citations, municipal/ordinance violations or criminal convictions (excluding parking tickets)? If yes, list below.	<input type="radio"/> Yes	<input type="radio"/> No

List Any Pending Citations or Criminal Charges

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

List All Citations, Tickets, Municipal /Ordinance Violations and Criminal CONVICTIONS

(Excluding Parking Tickets). Attach additional paper if necessary.

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

PARAMETERS FOR DENIAL OF AN OPERATOR'S LICENSE (BARTENDER LICENSE)

If you have three or more convictions of the offenses listed or a combination of three or more convictions of the offenses, your application will be recommended for denial. A **FELONY conviction substantially related to alcohol activity **WILL** be an automatic denial.**

1. Giving false, incomplete information, misinformation, or failure to disclose on the Application
2. An arrest or conviction of underage selling during the past 5 (five) years.
3. An arrest or conviction of underage person on premise during the past 5 (five) years.
4. Conviction of any substance abuse during the past 5 (five) years.
5. Conviction of driving under the influence of any alcohol or controlled substance during the past 5 (five) years.
6. Conviction of selling to an intoxicated person during the past 5 (five) years.
7. Conviction of selling after hours in the past 5 (five) years.
8. Conviction of selling without a license in the past 5 (five) years.
9. Conviction of any part of Chapter 125 State Statutes, not listed above, relating to alcohol beverages during the past 5 (five) years.
10. An arrest or conviction of charges related to the activities performed while bartending within the past 5 (five) years.

The City Police Chief and City Clerk will review applications. Applications that are denied will be submitted to City Council for either approval or denial at regularly scheduled Council meetings. If the license is denied at the City Council Meeting, the Clerk shall provide the applicant a letter with reasons for denial of their license. Any applicant denied a license may appeal the decision by writing a letter to the City Clerk within 14 days of receipt of the denial letter. The letter should state in detail the grounds for reversal of the denial and shall be signed by the applicant. The Clerk shall submit the letter and application to the City Council for further review.

I hereby acknowledge that I read and understand the Parameters for Denial of an operator's license for the City of Kiel.

Signature

Date