

Village of Almena

131 Soo Ave. East
PO Box 277
Almena, WI 54805

Office of the Clerk
Office of the Treasurer

P: 715-357-6600
F: 715-357-6601
eMail: clerk@chibardun.net

APPLICATION FOR OPERATOR (Bartenders) LICENSE

This form is an application for a Regular Operator's License to serve alcoholic beverages at licensed establishments within the Village of Almena. Please complete and sign this form and submit to Village Hall so that your application may be reviewed by the Village Board. Once your application has been approved, your license will be available through your employer.

- Complete the Operator's License Application
- PLEASE be advised that the Police Department will review and verify the information on your application. If any information is omitted, incomplete, or incorrect it is likely that the police department will reject your license application.**
- Pay the license fee
- A background check will be conducted by the Police Department. Upon approval, new applicants will receive a temporary license in **7-10 business days**.
- To receive the permanent license, please provide proof of successfully completing a training course that is approved by the Wisconsin Department of Revenue (must be completed within the last two years), or proof that you have been a licensed bartender in the state of Wisconsin within the last two years. **This proof may be submitted at the time of application, otherwise must be provided within 60 days of the application date.**
- Classes are provided online at www.revenue.wi.gov select a training course under the title "Alcohol Seller/Server".
- Renewal applications should be submitted 30-60 days prior to the expiration date to allow for processing time and Village Board approval.

Questions? Contact the Clerk-Treasurer at 715-357-6600 or via email at clerk@chibardun.net

- Mail or bring application with payment to:

Attn: Clerk-Treasurer
Village of Almena
131 Soo Avenue East
PO Box 277
Almena, WI 54805
Phone: 715-357-6600
Fax: 715-357-6601

OPERATORS LICENSE APPLICATION
For Village of Almena

License Type: Note: Check NEW if license expired more than two months ago.		<input type="radio"/> New	<input type="radio"/> Renewal
If you checked NEW above, have you completed a Bartenders Training Course approved by the State of Wisconsin, or held a bartenders license in the State of Wisconsin within the last 2 years (written proof required)?			<input type="radio"/> Yes <input type="radio"/> No
Driver's License # or ID		DL State	<input type="radio"/> Male <input type="radio"/> Female
Name (First, M.I., and Last)		Date of Birth	Phone #
Street Address		City, State, Zip	
Name of Business (Where are you using this license?)		Address of Business	
Have you EVER been convicted of violating any: YOU MUST LIST EVERYTHING, INCLUDING UNDERAGE DRINKING! <i>If you answered YES to any question listed above, you must fill out the violation list on this form.</i>	Federal Laws ANYWHERE?	<input type="radio"/> Yes <input type="radio"/> No	
	Wisconsin State Laws?	<input type="radio"/> Yes <input type="radio"/> No	
	Laws of ANY State?	<input type="radio"/> Yes <input type="radio"/> No	
	Ordinances ANYWHERE?	<input type="radio"/> Yes <input type="radio"/> No	
	Other: (Please Specify) Write in Comments/Notes section of form if necessary.		
Have you EVER been on supervision or probation?			<input type="radio"/> Yes <input type="radio"/> No
Have you EVER changed your name?			<input type="radio"/> Yes <input type="radio"/> No
<i>If Yes, list ALL former names:</i>			
Are there any CRIMINAL charges PRESENTLY PENDING against you?			<input type="radio"/> Yes <input type="radio"/> No
<i>If you answered YES to any question listed above, you must fill out the violation list on this form.</i>			

NOTE: Please be advised that the Police Department will review and verify the information on your application. If any information is omitted, incomplete, or incorrect it is likely that the police department will not approve your application. Failure to list prior or pending convictions is a basis for denial.

Applicant's Statement

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 this license, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the Village of Almena. I understand that if I fail to act in accordance with the law and regulations of the State, that I may be subject to criminal and/or civil penalties and the revocation of my operator's license.

Applicant Signature

Date

**** COMPLETED APPLICATION MUST BE RECEIVED BY THE CLERK-TREASURER AT THE VILLAGE HALL NO LESS THAN TEN (10) DAYS PRIOR TO OFFICIAL VILLAGE BOARD MEETING. ****

**** ATTACH A COPY OF YOUR WI D.O.R. APPROVED COURSE OR EXEMPTION. ****

See Back of Form

