

## Applicants for Operators License Policy

The application for an original or renewed Operators License asks questions regarding past convictions or arrests under State or Federal Laws, either as an adult or juvenile. **These questions MUST be answered truthfully.** Please read each question carefully.

The Village performs a background check on all applicants. **Should we find your information is NOT correct or illegible, your license may be denied.** Fees are due at time of application and are non-refundable. If license is approved it is the responsibility of the bar owner and applicant to pick up the approved license. If a temporary license has been issued the license must be picked up before the temporary license expires.

### PARAMETERS FOR DENIAL OF BARTENDER'S LICENSE

If any applicant has two or more of any combination of the following convictions the license will be denied until a (2) year period as elapsed from the most recent conviction. Convictions must be within a (5) year period unless a pattern of conduct exists. Also, if any applicant has 1 felony conviction their license will be denied until the applicant has been duly pardoned.

1. Lying, giving false or incomplete information, or misinformation on an application.
2. Under age consumption/ possession of alcohol.
3. Furnishing or sale of alcohol to minors.
4. Any substance abuse, possession of illegal drug or drug paraphernalia.
5. Driving under the influence of any alcohol or controlled substance.
6. Allowing another person to use their operator's license.
7. Selling to an intoxicated person.
8. Selling after hours.
9. Selling without a license.
10. Giving away intoxicating liquor to evade provisions of law.
11. Conviction of any part of Chapter 125 State Statutes relating to alcohol beverages.
12. Arrests or convictions of charges related to the activities performed while bartending.
13. Any felony convictions until the applicant has been duly pardoned.
14. Convictions with supervision agreements shall be considered a conviction until the applicant has satisfactorily completed supervision and is released by the respective court.

Any person denied a license can appeal the decision. The request for appeal will be made through the Village Clerk's office and will be placed on the agenda of the next regular Village Board meeting. **IF YOUR APPLICANT IS DENIED BY THE VILLAGE BOARD, THE FEE IS NON-REFUNDABLE AND YOU CAN NOT RE-APPLY UNTIL THE NEXT LICENSE YEAR.**

# VILLAGE OF SPRING VALLEY

## 2021 Operator's (Bartender's) License Application

**Answer all questions completely  
Fees are non-refundable**

Pursuant to Wisconsin Statutes subject to limitations imposed by §125.68(2)

**APPLICATION TYPE**

Provisional \$15.00

Temporary (Non-Profit) \$ 0.00

Operator's:

\_\_\_\_ New License \$ 40.00

\_\_\_\_ Renewal License \$ 25.00

**TOTAL AMOUNT PAID** \$ \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

CASH    CHECK # \_\_\_\_\_

### Applicant Information

Legal Name: \_\_\_\_\_ Sex: \_\_\_ Male \_\_\_ Female  
First                      middle                      last

Previous names: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Driver License Number and State: \_\_\_\_\_

At which business will you be selling alcohol: \_\_\_\_\_ Telephone number: \_\_\_\_\_

### INCOMPLETE AND INCORRECT APPLICATION WILL BE REJECTED

- I have read and understand these instructions and disclosure requirements: Your application **MUST** be legible and filled out completely, including middle name and driver's license number.
- Your application **WILL** be investigated by the Spring Valley Police Department.
- For both misdemeanor and felony offenses, regardless of your age:
  - You must disclose **ALL** criminal, drug, ordinance and alcohol convictions.
  - You must disclose all **PENDING** criminal, drug, and alcohol-related charges.
- If you are in doubt about the nature of the charges or the timing, you should disclose the incident to the best of your abilities and time frame.
- **Your license will be denied** if you fail to disclose **ALL** convictions OR any pending charges for criminal, drug, ordinance or alcohol related offenses.

**If your application is denied for any reason you will have to resubmit application and fee**

## Renewal applicants can skip questions 1-6

1. Have you successfully completed a Responsible Beverage Service Course in Wisconsin within the last two (2) years? (Attach certificate of completion) Yes No
2. How long have you continuously resided in Wisconsin? \_\_\_\_\_
3. Have you EVER been convicted of any felony, misdemeanor, ordinance or traffic violations? Yes No  
If yes please explain \_\_\_\_\_
4. Are there any pending criminal charges against you? Yes No  
If yes please explain \_\_\_\_\_
5. Are there any pending drug/alcohol related offences against you? Yes No  
If yes please explain \_\_\_\_\_
6. Have you been convicted of drug/alcohol related offences in the last 5 years? Yes No  
If yes please explain \_\_\_\_\_
7. **Renewal Applicants:** Since your last application have you had any felony, misdemeanor, ordinance, criminal charges, or drug/alcohol offenses? Yes No  
If yes explain \_\_\_\_\_

**ANY FALSE OR MISSING INFORMATION ON THIS APPLICATION WILL RESULT IN DENIAL OF YOUR OPERATOR'S LICENSE.**  
Please check this web site if you are unsure: <https://wcca.wicourts.gov/index.xsl>

I, the undersigned, affirm that I made complete and true answers to each question, and understand my past record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check and criminal history background check by the Spring Valley Police Department. I give permission to make my juvenile records available for this application.

Please Note: Application must be signed in the presence of the Village Clerk.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please note:** If your license is approved, you will be contacted when it is ready to be picked up at the Village Office. You will have 3 business days to pick it up. If you are caught bartending without having a license in your possession, you can be fined.

\_\_\_\_\_  
Clerk Signature

Police Department Review Recommend Approval \_\_\_\_\_ Recommend Denial \_\_\_\_\_

Reason for Denial:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewing Officer/Chief

\_\_\_\_\_  
Date