

VILLAGE OF SPRING VALLEY

Application For Operator's (Bartender's) License

Answer all questions completely. Please print clearly using BLACK INK.

FOR OFFICE USE ONLY:

APPLICATION		DATE RECEIVED	____/____/____
<input type="checkbox"/> Provisional	\$ 15.00	RECEIPT NUMBER	_____
<input type="checkbox"/> Course Start Date ____/____/____		RESPONSIBLE BEVERAGE SERVER	
<input type="checkbox"/> Expiration Date ____/____/____		COURSE COMPLETION DATE	____/____/____
<input type="checkbox"/> Temporary (expires in 1 to 14 days) Non - Profit		<input type="checkbox"/> APPROVED LICENSE # _____	<input type="checkbox"/> DENIED
<input type="checkbox"/> Initial Operator's (1 year)	\$ 25.00		
<input type="checkbox"/> Renewal # _____	\$ 25.00		
TOTAL AMOUNT PAID	\$ _____	DATE MAILED LICENSE OR DENIAL	____/____/____

PART A APPLICANT INSTRUCTIONS

- ❖ Please read this form carefully prior to filling out your Operator's (Bartender's) License. Any questions should be directed to the Village Administrator at 715-778-5635.
- ❖ Applicant understands that the application and license fee payments are non-refundable and are due and payable at the time of filing the application form.
- ❖ Standard Operator's Licenses issued by the Village of Spring Valley are valid for a period of one (1) year and shall expire on the 30th day of June.
- ❖ To apply for an Operator's License one of the following must be provided along with your completed, signed application and applicable fees.
 1. Proof of Registration for the Responsible Beverage Service Course.
 2. Certificate of Completion from the Responsible Beverage Service Course dated within the past 2 years.
 3. A current Operator's License from another municipality in the State of Wisconsin.
- ❖ If an Operator's License is needed immediately, a temporary Provisional License may be applied for. Only one Provisional License per person per year will be issued. Provisional Licenses are valid for 60 days after issuance. Provisional Licenses will only be issued to an applicant enrolled in and pending completion of an authorized Responsible Beverage Service Course and who has not been denied an Operator's License or who has not had their license revoked or suspended within the past twelve (12) months.
- ❖ Temporary Licenses may be issued at no fee provided that:
 1. This license is issued only to operators employed by, or donating their services to, non-profit organizations.
 2. No person may hold more than one license of this kind per year.

3. The license is valid for any period from one (1) to fourteen (14) days, and the period for which it is valid is stated on the license.
- ❖ Applicant must complete the application parts A and B completely and accurately. Any incomplete, inaccurate or untruthful information on any license application shall be cause for denial of such license.
 - ❖ Applicant must meet the below requirements. **PLEASE CHECK EACH STATEMENT AS READ.**
 - ❑ Applicant must be at least 18 years or older for an Operator’s License.
 - ❑ Applicant must not have a felony conviction with the last 5 years, the offense(s) substantially relating to the alcohol beverage licensing activity, or be a habitual law offender as defined in State Statutes 9.39.62(2). In determining habitual law offender status, the background check may go back 15 years.
 - ❑ Applicant has not had an OWI conviction within the past 1-year.
 - ❑ Applicant has not had two or more alcohol related convictions within the past 2 years.
 - ❑ Applicant does not have any criminal or ordinance convictions that are related to the license requested, to include but not limited to, gambling, controlled substances, disorderly conduct, battery in bar within the past 2 years.
 - ❑ Applicant does not have a possession of a controlled substance conviction within the past 2 years.
 - ❑ Applicant does not have a Sale or Delivery of controlled substance conviction within the past 5 years.
 - ❑ Applicant has complied with all court ordered assessments resulting from an OWI or controlled substance conviction.
 - ❑ Applicant does not have any pending charges, the offense(s) of which are substantially relating to the alcohol beverage license.

A criminal background records check will be conducted on all applicants by the Spring Valley Police Department. This background check will include, but is not limited to, Wisconsin State Criminal History, Spring Valley Police Department records, Driver’s License (CIB, NCIC, P&P, DOT) and with other law enforcement agencies where applicant previously resided. The Spring Valley Police Department will make a report and recommendation to the Village Administrator on the applicant based on the above criteria. If granted, your Operator’s License will be mailed to your place of residence as indicated on the application. Please allow up to five (5) business days for processing.

Return all pages of this application in person to:

Please Note: Application must be signed in the presence of a notary public or the Village Clerk.

Village of Spring Valley
P.O. Box 276
E121 S. Second Street
Spring Valley, WI 54767

Make checks payable to:

Village of Spring Valley

PART B APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATION LIQUORS

I, the undersigned, do hereby make application to the local governing body of the Village of Spring Valley, for a license to serve Fermented Malt Beverages and Intoxicating Liquor from the date hereof until June 30, _____, unless revoked or suspended sooner, subject to the limitations imposed by §125.32 (2) and §125.68 (2) of the Wisconsin State Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

ANSWER ALL QUESTIONS COMPLETELY. PLEASE PRINT CLEARLY USING BLACK INK. Use the reverse side if you cannot answer any question in the space provided.

Applicant Information

First Name	Middle Name	Last Name	Maiden Name
Address of Residence			Home Phone Number
City	State	Zip Code	Place of Birth
How long have you lived in Wisconsin?	City and State of Former Residency (if applicable)		Date of Birth
Previous Address			Sex: Race:
Driver's License Number		State of Issuance	Social Security Number

Employer Information

Employer's Name	Date of Employment		
Address of Employer	Employer Phone Number		
City	State	Zip Code	Type of Establishment

Applicant Questionnaire

- Do you now hold or have you ever been issued any license or permit associated with the sale of alcoholic beverages and issued in the State of Wisconsin? Yes No

If Yes, Type of license or permit. _____
 Dates License Held _____/_____/_____ to _____/_____/_____
 Issuing Municipality _____

- Have you successfully completed a Responsible Beverage Service Course in Wisconsin within the last two (2) years? (*Attach certificate of completion*) Yes No

- Are you currently enrolled in a Responsible Beverage Service Course? Yes No

If Yes, Location of Course: _____
 Date of Course _____/_____/_____ Date of Completion _____/_____/_____

- Have you EVER been convicted of any felony, misdemeanor, or ordinance violation other than minor traffic violations? Yes No

Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction

- Are there currently any criminal charges presently pending against you? Yes No

Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction

PART C TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC OR VILLAGE ADMINISTRATOR

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the undersigned, being duly sworn on oath, says that he/she is the person who made the foregoing application and that the information supplied is true and correct. False, inaccurate or omitted information may be grounds for denial of the application. The signer certifies that he/she is familiar with the laws and regulations pertaining to the sale of alcoholic beverages. Signer agrees to observe the provisions of the Village of Spring Valley Municipal Code, and the Wisconsin Statutes. The signer agrees that the license, if granted, will not be assigned to another. **YOU MUST CARRY ON YOUR PERSON A VALID PICTURE ID ISSUED BY A GOVERNMENTAL AGENCY (DRIVER'S LICENSE, PASSPORT, ETC.) AT ALL TIMES WHILE WORKING PURSUANT TO THE OPERATOR'S LICENSE. WHILE WORKING PURSUANT TO A PROVISIONAL LICENSE, YOU MUST ALSO KEEP THIS FORM ON YOUR PERSON AT ALL TIMES.**

_____/_____/_____
Applicant's Signature *Date*

**Village of Spring Valley
Pierce County
State of Wisconsin**

Sworn to and subscribed before me on this _____ day of _____, 20_____

Notary or Clerk Signature Notary Public Municipal Clerk

My commission expires: _____ or is permanent.

VILLAGE SEAL

For Office Use Only

Approved Denied

Officer: _____

Date Referred to Police Dept: ____/____/____

Date of Background Check: ____/____/____

Date Approved or Denied: ____/____/____

Date Referred Back to Clerk: ____/____/____

Temporary # _____

Provisional # _____

Operator's # _____

Renewal # _____

Establishment: _____

Date Approval or Denial Mailed to Applicant: ____/____/____

PART D TO BE COMPLETED BY THE SPRING VALLEY POLICE DEPARTMENT

Applicant: _____ Approved Denied

A copy of this document is required by Sec. 22-95 of the Spring Valley Municipal Code to be delivered to the applicant in the event of denial of an Operator License.

Spring Valley Municipal Code: Sec. 22-95 (B) If the application is denied by the Chief of Police, the Chief shall, in writing, inform the applicant of the denial, the reasons therefore, and of the opportunity to request a reconsideration of the application by the Village Board in a closed session. Such notice shall be sent by registered mail to, or served upon, the applicant at least ten (10) days prior to the council's reconsideration of the matter. At such hearing, the applicant may present evidence and testimony as to why the license should be issued. If, upon reconsideration, the Board again denies the application, the Chief of Police shall notify the applicant in writing of the reasons therefore. An applicant, who is denied any license upon reconsideration of the matter, may apply to Circuit Court pursuant to §125.12(2)(d), Wis. Statutes for review.

Reason for Denial:

_____/_____/_____
Signature of Reviewing Officer

_____/_____/_____
Signature of Police Chief

VILLAGE SEAL

_____/_____/_____
Signature of Village Clerk