

TOWN OF GENEVA OPERATOR LICENSE APPLICATION

Instructions:

1. Original License:

- a. No electronic submissions. Submit in person (or via your representative) to the Town Hall at N3496 Como Road.
- b. **Include a copy of:** Responsible Beverage Server's Course certificate OR current operator license from another WI municipality. Application will not be processed without one of these documents.
- c. **Important!!!** List ALL prior tickets, arrests, convictions (guestimate on year is fine) or it will be denied.

2. Renewal License (online submission is available via townofgenevawi.com):

- a. Current license cannot have expired more than 2 years prior to be considered "renewal".
- b. List all tickets, arrests or convictions SINCE your previous license was issued.

3. FEES: \$50 fee due at time of application. Cash/Credit/Check accepted. **Provisional Requests:** Additional \$15

SELECT ONE: Original Request _____ Renewal Request _____ **Phone #** _____

Name: _____ **Date of Birth:** ____/____/____
LAST FIRST M.I. M D Y

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Social Security #: _____ - _____ - _____ **DL#:** _____ **State:** _____

Want your license emailed to you: YES ___ NO ___ **Email Address:** _____

Current And Previous Employment (past 2 years):

Name: _____ City/State: _____

Name: _____ City/State: _____

Name: _____ City/State: _____

List Previous Address(es) for last 3 years (if different from current):

Traffic Citations? / Arrests? / Convictions? YES ___ NONE ___ *****It will be rejected if you do not disclose ALL.*****

Are you a Convicted Felon: YES ___ NO ___ **Do you have any PENDING criminal charges:** YES ___ NO ___

Name of Local Business where you will be working: _____

Applicant's Signature / Date *By signing you state all information included is true.

OFFICIAL USE ONLY

PROVISIONAL REQUESTED (additional \$15) TOTAL FEE PAID \$ _____ RECEIPT OR CHECK #: _____

CRIMINAL HISTORY CHECKED: _____ DRIVER'S LICENSE CHECKED: _____ FELON: YES / NO

REASON FOR NOT RECOMMENDING LICENSE: _____

RECOMMENDED FOR LICENSE: _____ DATE: ____/____/____
CHIEF OF POLICE / DESIGNATED OFFICER

PROVISIONAL: Date issued ____/____/____ Provisional License #: _____

DATE APPROVED BY TOWN BOARD: ____/____/____ LICENSE EXP.DATE: ____/____/____ LICENSE #: _____

Frequently Asked Questions:

- **Is an Operator license a bartender's license?** *Yes, an Operator license is also commonly known as a bartender's license.*
- **Where do I take the responsible beverage server's course?** *You can check with your employer or see a list of approved sites at: <https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>*
- **Can I live out of state and still receive an Operator License in Wisconsin?** *Yes, if we have sufficient information to complete a background check.*
- **What is a Provisional License?** *In some cases, you may need to work alone as a bartender prior to the Town Board meeting that decides on approving an Operator license. In that case, you can request a Provisional license that covers the time before the Town Board meeting occurs. A background check will still be conducted prior to issuing a Provisional license.*
- **What if my last license expired a few days prior to my attempt to receive a renewal?** *You will need to consider your latest request an Original and provide the documents needed for that request.*
- **Who do I contact if I have questions?** *You may contact the Town of Geneva Clerk's office at 262-248-8497 or 262-248-3723.*