

# Bartender (Operator) License Application Instructions

## **FILL THE APPLICATION OUT COMPLETELY**

Submit application and \$75.00 in person or mail to:

**City Clerk, 625 52<sup>nd</sup> St, Room 105, Kenosha, WI 53140**

Payment may be made by cash, credit/debit card, or check made payable to:

**City of Kenosha.**

If you have difficulty recalling your police record, please obtain a copy from the Police Department, 1000-55th Street, or the proper authorities in locations where you have previously resided. After filing, the Police Department will complete a police record check.

### **Have you taken the Responsible Beverage Server Course?**

The following are approved courses:

Gateway Technical College, 3520-30th Avenue, (262)564-2400 [www.gateway.tec.wi.us](http://www.gateway.tec.wi.us)  
or any other Wisconsin vocational, technical and adult education facility [www.witechcolleges.org](http://www.witechcolleges.org)



**The following web sites offer  
acceptable internet courses:**

[www.learn2serve.com](http://www.learn2serve.com)  
[www.serverlicense.com](http://www.serverlicense.com)  
[www.gettips.com](http://www.gettips.com)

**or check [www.revenue.wi.gov/training/alcSellerServer.html](http://www.revenue.wi.gov/training/alcSellerServer.html)**

If your application **does not require review** due to an adverse police record, (i.e. arrests, citations, etc.) it will be mailed to you in approximately 1-3 weeks. If you would rather pick it up, you may call or email to find out which meeting of the Common Council your application will be presented to. (653-4020 or [clerk@kenosha.org](mailto:clerk@kenosha.org)) If approved, the license would be available to be picked up after Noon, the day after the Common Council meeting.

If your application requires review due to an **adverse police record** (i.e. arrests, citations, etc.), you will be advised in writing via email or mail to attend a meeting of the Licensing & Permit Committee. The Committee will review your application and make a recommendation to Common Council, which meets the week after. If the application contains statements or information which is untrue, incorrect and/or incomplete in any material respect, it may be denied and only \$50.00 will be refunded. \$25.00 is kept for the processing fee.

**Any past due municipal court fines must be paid before any license is issued.** Should you have any questions regarding this process, please ask a clerk in Room 105, or call 653-4020.



3. Have you **ever** had your driver's license suspended or revoked in Wisconsin or in any other State?

Yes  No **If yes, explain:**

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4. Have you received any traffic citations in Wisconsin or in any other state within the past five (5) years; or do you have any such citations pending?  Yes  No **If yes, state: charge, year, result:**

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5. Have you, as an adult, within the **past five (5) years**, while operating a business or engaged in a profession, been convicted of any state or federal charges; or do you have charges pending at this time involving unfair trade practices, unethical conduct, or discrimination?  Yes  No

**If yes, state: charge, year, result:**

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6. List the name and address of all employers for which you have worked and/or businesses you have operated in the **past five (5) years**:

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7. List all addresses at which you have lived in the **past five (5) years**:

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**READ CAREFULLY BEFORE SIGNING:** I hereby certify that I am the applicant named in this application, and I have read and answered each and every question truly, correctly, and completely, under penalty of law for failure to do so. If this application contains statements or information which is untrue, incorrect and/or incomplete in any material respect, **it may be denied.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_