



CLASS "D" BARTENDER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
ROOM 105, 200 E. WELLS ST., MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE @MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

Who Needs a Bartenders License?

A license is required for any person who shall draw or remove any fermented malt beverage for sale or consumption from any barrel, keg, cask, bottle or other container in which fermented malt beverages shall be stored or kept on premises requiring a Class "B" license, for sale or service to a consumer for consumption in or upon the premises where sold; or one who shall sell or serve intoxicating liquor to customers upon premises operated under a retail Class "A" or Class "B" intoxicating liquor license or retail Class "C" wine license; or who shall sell bottled intoxicating liquors or bottled and canned fermented malt beverages on a premises requiring a Class "A" retailer's intoxicating liquor license or a Class "A" fermented malt beverage retailer's license.

The bartender license allows you to work at any licensed Class "A", "B" or "C" alcohol beverage establishment within the City of Milwaukee.

If you will be employed at an establishment outside of the City of Milwaukee limits, you will need to contact that municipality's City Clerk's office for instructions on how to obtain their license.

License Period

Biennial; license expires on December 31 in the year after the year in which it was granted.

Forms Needed

- Individual License Application (ccl-iapp1)
- Class "D" Bartender's License Supplemental Application (ccl-bart1)

These forms can be found at www.milwaukee.gov/licenses under "Licenses and Permits".

Complete, sign, and submit both application forms to the City Clerk License Division.

Fee

\$75

Fingerprinting

Fingerprinting is required. See the Individual Application Information sheet for instructions.

Requirement

Applicants must have attained (at the time of filing) the age of 18 years.

Responsible Beverage Server Course Requirement

All new applicants must submit proof that they completed a Responsible Beverage Server Course or held an Alcohol Beverage license in Wisconsin within the past 2 years.

For courses offered by the Milwaukee Area Technical College, call (414) 302-2618.

A list of approved online courses can be found on the Wisconsin Department of Revenue's website at <http://www.revenue.wi.gov/training/alcSellerServer.html>.

Before a license can be issued, applicants must submit a certificate or diploma that indicates the course complies with Wisconsin Statutes.

Denial/Disqualification

If a license is denied for any reason, except non-appearance at the Licenses Committee hearing, then the applicant must wait 12 months from the date denied before reapplying for the license.

Regulations

Regulations regarding Class "D" Bartender's Licenses are provided in the Milwaukee Code of Ordinances 90-4.10



CLASS "D" BARTENDER'S LICENSE SUPPLEMENTAL APPLICATION

ccl-bart1 9/24/15

Office of the City Clerk License Division
200 E. Wells St. Room 105, Milwaukee, WI 53202
(414) 286-2238 www.milwaukee.gov/license
e-mail address: license@milwaukee.gov

Name: _____	Date of Birth: _____
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Within the last 2 years, prior to the date of filing this application, have you:

1. Held a bartender's license or Class "B" Manager's License in the state of Wisconsin? YES NO
2. Held a Class "A" or "B" Alcohol Beverage license in the state of Wisconsin? YES NO
3. Completed a Responsible Beverage Server Training Course in the state of Wisconsin? YES NO

If "No" to ALL 3 questions above, then you must complete a Responsible Beverage Server Training Course.

If "Yes" to ANY question above, then you must provide proof to the License Division before the license can be issued.

Signature: _____

SUBMIT THIS FORM ALONG WITH THE "INDIVIDUAL LICENSE APPLICATION"

PROVISIONAL LICENSE INFORMATION

You can apply for and be issued a provisional license if/when:

- Your fingerprints are on file and we receive a police report with no items AND you submit a copy of your responsible beverage server course certificate OR
- You hold a current bartender license issued by another Wisconsin municipality and submit a Certified Copy of that license to the License Division. (See the Provisional Bartender License Information (form ccl-pbart) for Certified Copy information. A duplicate copy of the license is not acceptable.)

The regular bartender license fee and additional \$15 provisional fee must be paid before being issued a provisional license.

OFFICE USE ONLY:

Initials _____ Filed _____

App # _____

Granted _____ Issued _____

Beverage Course Completed

Certified Copy Attached PBART # _____

Currently holds another License