



License Information Sheet

Form
BART-info

Class "D" Operator Bartender



\$75
License Fee



Biennial
License Term
Expires on 12/31



Ch.90-4-10
Code Reference
Milwaukee.gov/ordinances

Who Needs a 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, contact that municipality's City Clerk's office for instructions on how to obtain their license.

Getting Started

- ☐ Click [HERE](#) to open the User Guide to create your user ID and apply online
- ☐ Complete the online application at milwaukee.gov/lms
- ☐ Submit all of the following:
 - ☐ Responsible Beverage Server Course
 - ☐ Payment
 - ☐ You may pay with e-check or credit/debit card after filing online; check, money order, or cash in person only.

Clerk Notes



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Resources



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Milwaukee.gov/RedTapeRescue





Checklist

Easy As...

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1 Requirements

☐ Report for Fingerprinting

Who? All individuals whose fingerprints are not on file with the Milwaukee Police Department (MPD).

Where? Milwaukee Police Department Police Administration Building 951 N. James Lovell Street, Room 330.

When? 8:00 AM to 3:30 PM Monday thru Friday, excluding holidays.

Previously Fingerprinted?

Out of Town Resident?

Call (414) 935-7281 to check if fingerprints are still on file, or to receive instructions regarding how to comply.

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- ☐ Applicants must have attained, at the time of filing, the age of 18 years.

2 Approval

Background Investigation

After you have submitted your application online at milwaukee.gov/lms with the payment, and have reported for fingerprinting; the Milwaukee Police Department completes a background check and sends a report to the License Division.

Licenses Committee

You may be asked to appear before the Common Council's Licenses Committee.

If asked to appear, you will receive written notice of the date and time of the meeting prior to the hearing.

The Committee makes a recommendation to the Common Council to either approve or deny the license.

If you do not appear at Committee, your license cannot be granted.

Common Council

Applications recommended for approval by the Licenses Committee are typically granted at the Common Council meeting following the Committee hearing.

3 Important

Submit your Responsible Beverage Server Course to the License Division

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

Notice

All Licenses Committee hearings are publicly noticed and any interested person may attend to testify for or against the application. The License Division may also notify neighbors, who may attend and provide testimony.