



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

DEFINITION: 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.

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

APPLICATION: Complete, sign, and submit application to City Clerk's Office License Division.

If the applicant has completed the Responsible Beverage Server Course*, a copy of the certificate should be submitted with the application.

Applicants who have held a license in the last 2 years outside of the city of Milwaukee must provide proof of such, prior to the issuance of their license.

LICENSE FEE: \$75; must be submitted with application. Make checks payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

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

*ALL NEW APPLICANTS must successfully complete an approved Responsible Beverage Server Training Course, such as courses offered by the Milwaukee Area Technical College (414) 302-2618, or a similar approved course (see "

"Training" on the Wisconsin Department of Revenue's website at www.dor.state.wi.us)

Applicants must provide proof of course completion by submitting a copy of the certificate to the License Division.

If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License, the applicant is considered to be a new applicant and subject to the requirement of completing a Responsible Beverage Server Course.

Applicants attending Wisconsin C.A.R.E., T.I.P.S. or N.R.A. training courses must have certificates or diplomas, which indicate that the course complies with ss. 125.04 and 125.17, Wis. Stats.

FINGERPRINTING: All new applicants whose fingerprints are not on file with the Milwaukee police department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted.

If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file.

Renewal applicants do not need to be re-fingerprinted by the police department.

REFUNDS: If an application is withdrawn or denied, you are eligible for a partial refund, provided the refund is requested no later than one year from the date of withdrawal or denial of the application.

If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

GRANTING: The Common Council at regularly scheduled meetings, which are usually held once a month, grants licenses. It generally takes 5 to 6 weeks to process an application, provided you follow the above instructions in a timely manner.

Please note that no meetings are held during the month of August. After a license has been

granted, it will be mailed to the applicant's home address listed on the application.

DENIAL/DISQUALIFICATION: If a license is denied for any reason (except non-appearance), then applicants cannot reapply within 12 months of the date of denial.



PROVISIONAL BARTENDER'S LICENSE INFORMATION

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Certain applicants who have filed applications for regular Class “D” Operator (“Bartender”) licenses may also be eligible for provisional bartender licenses. Holders of provisional licenses are authorized to operate as a bartender for a limited period of time at any licensed premises holding an alcohol beverage retail establishment license issued by the City.

Provisional Bartender licenses are similar to, but are not the same as, Temporary Bartender licenses. See [Class “D” Operator’s License, Temporary](#) (form ccl-110g) for more information related to temporary licenses.

TYPES OF PROVISIONAL LICENSES:

The 2 types of provisional bartender license are “Other City” and “Traditional.” Applicants for regular bartender licenses are eligible for “Other City” provisional licenses if they hold valid regular bartender licenses issued by other Wisconsin municipalities. If applicants do not hold valid regular bartender licenses issued by other Wisconsin municipalities, then applicants may still be eligible for Traditional provisional licenses.

LICENSE PERIOD: Expires 60 days after the date of issuance, the date the license from the other municipality expires (if applicable), or the date the regular Class “D” Bartender license is granted or denied, **whichever occurs first.**

Provisional licenses are not renewable.

LICENSE FEE: \$15, submitted with the application. Make checks payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

GENERAL ELIBILITY REQUIREMENTS:

Regardless of the type of provisional license, applicants must (1) be at least 18 years of age, and (2) have an application on file with our office for a regular bartender license.

FILING REQUIREMENTS:

A. “Other City” Provisional License

Certified Copy of License Required. Applicants who possess a current Class “D” Operator (Bartender) license issued from another Wisconsin municipality must submit a certified copy of the other municipality’s current license.

[!] IMPORTANT: A certified copy of a license includes the filing of **BOTH** of the following items:

- 1. Certification Letter.** Applicants must file a dated certification letter signed by the City Clerk, or his or her designee, stating that “*the attached operator’s license is a true and correct copy of the original operator’s license issued by the City of (insert name of municipality)*”; **AND**
- 2. Duplicate License.** Applicants must file a duplicate copy of the current operator’s license issued by the other municipality.

See “[Certified Copy of Valid Operator’s License Required for Issuance of Provisional Bartender License](#)” (form ccl-110i) for more information relating certified copies.

B. “Traditional” Provisional License

Server Course, Proof of Completion or Enrollment Required. Applicants must provide proof of either enrollment in an approved responsible beverage server course, completion of the course, or exemption from taking the course; **AND**

Background Investigation Completed. A

background investigation report completed by the Milwaukee Police Department must be on file with the License Division indicating that there are no findings on the report that could be the basis for denial of the license.



BARTENDER'S LICENSE APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
 (414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
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Full legal name of applicant:			
First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)
List any other names by which you have been known on official records			Date of Birth:
Address			Apt. #
City		State	Zip Code
Mailing Address, if different from above:			
Telephone Contact Number () -		Email address:	
Wisconsin Driver's License or Identification Card Number:			

► **Indicate whether within two (2) years of the date of filing this application you have ...**

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.

► **List, if known, the licensed alcohol establishment at which you will be employed as a bartender.**

Business Name: _____ Address: _____

I, the undersigned, understand each of the following requirements and restrictions:

1. I shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not.
2. I am required to read and understand all laws, ordinances, rules and regulations pertaining to the sale and dispensing of alcoholic beverages, including those listed in ch. 125, Wis. Stats., and ch. 90, Milwaukee Code of Ordinances.
3. If I am denied this license due to information contained on my police report, then I cannot reapply for this license within 12 months of the date of the denial.

Signature ► _____ **Date:** _____

I wish to apply for a Provisional License at this time. Applicants for regular bartender licenses are eligible for "Other City" provisional licenses if they hold valid regular bartender licenses issued by other Wisconsin municipalities. See [Provisional Bartender License Information sheet \(form ccl-110a\)](#) for information related to additional fee and filing requirements.

Signature ► _____ **Date:** _____

Office Use Only:			
Initials _____	Filed _____	License # _____	
Granted _____	Issued _____	<input type="checkbox"/> Beverage Course Completed	
If applicable: PBART # _____	<input type="checkbox"/> Certified Copy Attached	<input type="checkbox"/> Currently holds another License	

[!] Applications that are incomplete or submitted without the required \$75 license fee will be returned.