



# REQUEST FOR DUPLICATE LICENSE OR WITHDRAWAL OF APPLICATION AND/OR FEE REFUND

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](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

<b>TYPE OF REQUEST:</b>		
<input type="checkbox"/> Application Withdrawal	<input type="checkbox"/> Fee Refund	<input type="checkbox"/> Duplicate License
Type of License(s):	Premises Address (if applicable):	
Name of Legal Entity that applied for the license(s) (Sole Proprietor, Partnership, Corporation, LLC or Nonprofit):		
The refund check will be made payable to this Legal Entity.		
Agent of Corporation, LLC, or Nonprofit (if applicable):		
Mailing Address:		
City	State	Zip Code

The undersigned hereby requests that the action(s) identified herein be taken, and understands each of the following:

1. If requesting a refund, the refundable portion of the fee is equal to the amount of license or permit fee paid less the nonrefundable portion retained to defray application-processing costs.
2. If eligible for a refund, the applicant should receive the refund check by mail within **6 to 8 weeks**.
3. A fee that has been paid for the application of any license or permit cannot be transferred or otherwise applied, in whole or in part, to any other license or permit application, regardless of whether related to the same applicant.
4. If requesting a duplicate license or permit, the undersigned affirms that the original license or permit has been lost or destroyed. In addition, if the original license or permit were to be found in the future, it will be discarded.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Individual, Partner, Agent,  
or 20% or more Shareholder

Notary Public, State of Wisconsin

My commission expires \_\_\_\_\_

Notary seal must be affixed

**Office Use Only:**

Date \_\_\_\_\_ Initials \_\_\_\_\_

**Duplicate:** License # \_\_\_\_\_

**Withdrawal:** App#(s) \_\_\_\_\_  Letter Sent

Date to LC \_\_\_\_\_ Initials \_\_\_\_\_ HD/DNS/LIU Advised \_\_\_\_\_

**Refund:** Amount \$ \_\_\_\_\_ (If multiple apps are being refunded, list the refund amount for each license type)

COMPLETE REQUEST ON REVERSE SIDE

**REQUESTING A REFUND**

The refund will be mailed within 6 to 8 weeks of your request.

Applicants are eligible to submit a refund request during the following periods of time for a partial refund of license/permit fees if an application is withdrawn, or if such permit or license is denied or not issued:

<b>If the following has occurred...</b>	<b>Then any request for a refund must be submitted on or before ...</b>
Application Withdrawn	One year from date of withdrawal
Application Denied	One year from date of denial
License Granted	One year from date of granting
License Issued	Date of issuance only
None of the above	One year from date of application

Except where otherwise provided, the refundable portion of the fee is equal to the amount of license or permit fee paid less the following nonrefundable portion retained to defray application-processing costs:

<b>Type of License or Permit</b>	<b>Amount of Fee Not Refundable</b>
Alarm Business License	\$125
Any other license or permit	\$25, if the permit or license fee is less than \$100. \$50, if the permit or license fee is \$100 to \$174. \$75, if the permit or license fee is \$175 or more.

**DUPLICATE LICENSE FEE**

The fee for a duplicate license is \$11. Make check payable to: City of Milwaukee.

**WITHDRAWING AN APPLICATION**

Whenever a new application for a license is withdrawn after the City Clerk issues a notice for a hearing on a possible denial, the application shall be considered denied upon withdrawal for purposes of disqualification. This means that no other application by the same applicant for the same license, and where applicable, at the same premises, shall be recommended for approval by the License Committee for a period of 6 months following the date of denial.

Whenever a licensee wishes to withdraw a renewal application after receiving notice for a hearing on nonrenewal or suspension, the licensee shall request, in writing, permission from the License Committee to do so prior to the date of the hearing. The committee may approve the request, or deny the request and proceed with the hearing.

**PROOF OF IDENTITY REQUIRED**

If you wish our office to notarize the request, you must submit proof of identity.