

Certified Copy of Valid Operator's License Required for Issuance of Provisional Bartender License

Wis. Stats. 125.17 requires municipalities to issue a provisional operator (bartender's) license to a person applying for a regular operator (bartender's) license once the applicant pays the fee for the provisional license and files with the application a certified copy of a valid operator's (bartender's) license issued by another Wisconsin municipality.

What is a certified copy? A certified copy is a duplicate of an original document that is certified as a true copy by the officer having custody of the original. Requests for certified copies should be directed to the municipality that issued the original.

Certified Copies of Operator's (Bartender's) Licenses require **both** of the following:

- 1) A certification letter dated, signed by the City Clerk or Deputy City Clerk and stating something to the effect of "The attached Operator's License is a true and correct copy of the original Operator's License issued by the City of _____ to the named licensee for the dates indicated."
- 2) A duplicate copy of the Operator's (Bartender's) license. (Expired licenses cannot be certified for this purpose.)

Examples:



Office of the City Clerk
License Division

Ronald D. Leonhardt
City Clerk

Rebecca N. Barron
License Division Manager

The attached Operator's License is a true and correct copy of the original Operator's License issued by the City of Milwaukee to the named licensee for the dates indicated.

Certified this ____ day of _____, 2006

Rebecca N. Barron
Rebecca N. Barron
Deputy City Clerk – Notary Public
My commission expires 7/26/2009

CITY OF MILWAUKEE

EXPIRATION DATE
12/31/2007

U -0045



Questions may be directed to the City of Milwaukee, City Clerk-License Division, 414-286-2238.