



CLASS "D" BARTENDER'S LICENSE INFORMATION

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

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.

Requirement

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

License Period

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

Apply for the License

Submit the following in person or by postal mail:

- Class "D" Bartender's Application
- \$75 Fee Payment

Fee Payment Options

- If mailing your application, include a check made payable to the City of Milwaukee.
- If you are submitting your application in person, payment can be made with check, cash or credit card.

Bring ID

- Bring picture ID when filing your application, amending information or picking up a license.
- If you wish someone else to pick up your licenses you must complete an Authorized Representative Statement.

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 (7th St), Room 330

When?

8:00 AM to 6:00 PM (Monday thru Friday, excluding holidays)

Previously Fingerprinted?

Call (414) 935-7281 to check if fingerprints are still on file.

Out of Town Resident?

Call (414) 935-7281 for instructions.

Responsible Beverage Server Course

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) 297-6235.

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.

License Approval & Issuance

- After you report for fingerprinting, our office will receive a report directly from MPD. If there are items on your report, you may receive a letter advising of additional requirements and/or you may need to appear before the Licenses Committee.
- Most licenses are granted by the Common Council after recommendation of the License Committee. Therefore, allow 6-8 weeks for processing. There are no meetings in the month of August.

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.

Additional Information

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.

Report Changes

Notify the License Division in writing of any changes in the information reported on your application within 10 days of the change.

Application is Valid for 1 Year

If your application is still pending a year from the date of application, the filing of a new application will be required if/when you wish to continue pursuing the license.

Refunds

If an application is withdrawn or denied, you are eligible for a partial refund of the license fee, 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.

Regulations

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



CLASS "D" BARTENDER'S LICENSE APPLICATION

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Office Use Only	
App # _____	Date _____
Initials _____	Paid _____
MPD _____	Granted _____
Lic # _____	

APPLICANT'S INFORMATION			
SECTION 1	Last Name:	First Name:	Middle Initial: Date of Birth:
	List any other names by which you have been known on official records:		
	Home Address		
	City:	State:	ZIP Code:
	Home Phone #:	Cell Phone #:	
	Email Address:		
	Mailing Address (if different than home address):		
	City:	State:	Zip Code:
Driver's License/State ID #:		State:_____	

RESPONSIBLE BEVERAGE COURSE INFORMATION	
SECTION 2	<p>Within the last 2 years, prior to the date of filing this application, have you:</p> <p>1. Held a bartender's license or Class "B" Manager's License in the state of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2. Held a Class "A" or "B" Alcohol Beverage license in the state of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>3. Completed a Responsible Beverage Server Training Course in the state of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If "No" to ALL 3 questions above, then you must complete a Responsible Beverage Server Training Course.</p> <p>If "Yes" to ANY question, then you must provide proof to the License Division before the license can be issued.</p>

SIGNATURE	
SECTION 3	<ul style="list-style-type: none"> I understand that I am required to inform the City Clerk within 10 days of any substantial changes in any of the information supplied in this application. I have knowledge of the City Ordinances currently regulating the license applied for herein, and understand that the license may be subject to suspension, non-renewal or revocation, if I violate any rule or regulation relating to this license. I understand that 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; and shall not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information. I certify that I am the applicant and all my statements are true and correct.
	<p>-----</p> <p>Signature</p>