



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

- Complete the online application at www.milwaukee.gov/lms.

Fee Payment Options

- You may pay with e-check or credit card after filing online

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 601

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