

# City of Ashland - Clerk's Office

## Application - Operator's License

### Chapter 922 (1488) Municipal Code



**INSTRUCTIONS** - Application must be completed and returned to the City Clerk's office. Applicant must be at least 18 years old, provide proof of Responsible Beverage Service Certificate of Completion from a Wisconsin Department of Revenue approved course ([www.revenue.wi.gov/training](http://www.revenue.wi.gov/training)) within the last two (2) years or copy of current license from a Wisconsin municipality, and pay a **non-refundable** application fee. Please allow at least one business day for processing. A criminal background check will be conducted by the City of Ashland Police Department. Further information is set forth in Ch. 922(1488) of the City Municipal Code.

### TYPE OF LICENSE

- |   |  |
|---|--|
| <input type="checkbox"/> <b>One Year Operator License</b> - \$30.00<br><input type="checkbox"/> <b>Two Year Operator License</b> - \$50.00<br>To serve fermented malt beverages and intoxicating liquors.<br>License will expire on June 30 <sup>th</sup> of term.<br><input type="checkbox"/> New Applicant <input type="checkbox"/> Renewal Applicant | <input type="checkbox"/> <b>Provisional Operator License</b> - \$15.00<br>To serve fermented malt beverages and intoxicating liquors.<br>Licenses will expire 60 days after issuance. Contingent on Responsible Beverage Certificate or Background Check from Ashland Police Department. |
|---|--|

### APPLICANT INFORMATION

NAME (FIRST, MIDDLE, LAST)			
FORMER/MAIDEN NAME			
ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMER	DATE OF BIRTH	STATE OF BIRTH	
DRIVER'S LICENSE NUMBER		STATE OF ISSUANCE	

### QUESTIONS

1.	How long have you lived at the above address?		
2.	List all previous residences for the past ten (10) years. (only City/State)		
3.	What establishment will you be serving/selling malt beverages and/or intoxicating liquors?		
4.	What is the status of the Responsible Beverage Server's Training Course? (Check one)		
	<input type="checkbox"/> RENEWALS: I have completed the <i>Responsible Beverage Server's Training Course</i> in the past and a copy of my certificate is on file with the City Clerk's office.		
	<input type="checkbox"/> I have completed the <i>Responsible Beverage Server's Training Course</i> . <b>Copy of Certificate required for new applicants.</b>		
	<input type="checkbox"/> I have enrolled in the <i>Responsible Beverage Server's Training Course</i> . <b>Copy of enrollment receipt required.</b>		
5.	Have you held an operator, premise or manager license within the past two (2) years in another Wisconsin municipality? (Check one)		
	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes - <b>Copy of License required.</b>		
6.	Questions 6.a. through 6.j. refer to history of alcohol beverage related offenses, as a juvenile or adult.	<b>YES</b>	<b>NO</b>
	a. Illegal purchase, sale or providing of intoxicating liquor or beer?	<input type="checkbox"/>	<input type="checkbox"/>
	b. Violation of closing hours at a licensed premise?	<input type="checkbox"/>	<input type="checkbox"/>
	c. Obstruction of a police officer while on a licensed premise for the sale of alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>
	d. Disorderly conduct or criminal damage to property that occurred at a licensed establishment?	<input type="checkbox"/>	<input type="checkbox"/>
	e. Operating a motor vehicle while under the influence of alcohol or controlled substance or with a prohibited alcohol concentration (§346.63 Wis. Stats.)?	<input type="checkbox"/>	<input type="checkbox"/>
	f. Operating a motor vehicle while under age Twenty-one (21) with a blood alcohol of more than .0% but not more than .1% (§346.63(2) (m) Wis. Stats.)?	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO
g.	Having alcohol in your possession in a motor vehicle as a driver or a passenger (§346.935 Wis. Stats.)?	<input type="checkbox"/>	<input type="checkbox"/>
h.	Any other violation of laws pertaining to alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>
i.	Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
j.	Any criminal or ordinance charges presently pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
k.	Any overdue or outstanding forfeitures presently resulting from a violation of an ordinance of any county, city, village or town?	<input type="checkbox"/>	<input type="checkbox"/>
l.	If you have answered "YES" to any of the above questions, list the <b>date</b> , <b>nature of offense</b> and the <b>location of the offense (City, County, State)</b> . Attach additional pages if needed.		
m.	List any other convictions or other pertinent information below:		

### CERTIFICATION & SIGNATURE

I do hereby swear, under penalty of perjury as follows: I am the applicant of this Application; I am at least eighteen (18) years of age; I am the person applying for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by §125.32(2), and §125.68(2) Wis. Stats., and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me; and all the statements made are complete, true and correct. I understand that knowingly providing false or incomplete information is just reason for immediate denial of this license.

APPLICANT SIGNATURE ►

DATE ►

CLERK STAFF SIGNATURE ►

- All licenses expire on June 30th of their term, unless the license is revoked for cause by the City Council prior to that date.
- Applications will be forwarded to the City of Ashland Police Department for background investigation. Signing this application serves as your consent to a background check.
- Upon recommendation from the City of Ashland Police Department to approve or deny the operator license, the City Clerk's Office will process the application.
- If approved, the operator license will be issued to the applicant. If denied, applicant may appeal the decision.

### POLICE - BACKGROUND CHECK

- APPROVED  
 DENIED

DATE CHECKED

BY

REMARKS

### OFFICE USE ONLY

APPROVED

DENIED

ONE YEAR \$30.00

EXPIRATION YEAR:

TWO YEAR \$50.00

EXPIRATION YEAR:

ISSUE DATE:

LICENSE #

RECEIPT #

PROVISIONAL \$15.00

EXPIRATION DATE:

ISSUED DATE:

LICENSE #

RECEIPT #

RETURN APPLICATIONS TO  
ASHLAND CITY CLERKS OFFICE  
**601 MAIN ST W**  
**ASHLAND WI 54806**

PHONE: 715-682-7071

EMAIL: CITYCLERK@ASHLAND.WI.GOV