CITY OF FORT ATKINSON

Operator License Application

Expires June 30th Even Number Years - License Fee is Non-Refundable

New | Renewal : 2 Years $30.00 | 1 Year $15.00

Provisional | Temporary : $10.00

Staff Initials : _____

1. Last Name:_____ First Name: _____ Middle Name: _____

Date of Birth: ____ / _____ / _____ Email Address: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____ Former Name: _____

Driver's License Number: _____

Prior Street Address (if above address is less than 5 years): _____

City: _____ State: _____ ZIP: _____ From: _____ To: _____

2. Have you ever been convicted of a felony?	☐	YES	☐	NO
3. Within the past five (5) years, have you ever been arrested for, received a summons to appear in court for, or forfeited a bond for any of the following? If unsure, check the WI Circuit Court Access website at http://wcca.wicourts.gov				
a) Any underage alcohol violation?	☐	YES	☐	NO
b) Operating a motor vehicle while intoxicated?	☐	YES	☐	NO
c) Selling or furnishing alcoholic beverages to underage person?	☐	YES	☐	NO
d) Permitting underage person on licensed premises?	☐	YES	☐	NO
e) Allowing persons on licensed premises after closing?	☐	YES	☐	NO
f) Any alcohol related violation other than a, b, c, d and e?	☐	YES	☐	NO
g) Sale or possession of drugs of any kind?	☐	YES	☐	NO
h) Fighting, disorderly conduct, assault or battery?	☐	YES	☐	NO
i) Resisting arrest or obstructing an officer?	☐	YES	☐	NO
j) Issuing bad checks?	☐	YES	☐	NO
k) Any crime or ordinance violation not listed above other than traffic or parking tickets?	☐	YES	☐	NO

4. For each YES response in #3, you must identify all the violations, when and where they occurred, on the following lines. Attach additional sheets if necessary or continue on the back of this application.

Type of Arrest, Summons, Violation or Charge	Month/Year	City State

5. Within the last two (2) years, did you have or complete one of the following:

☐ Successfully completed a Responsible Alcohol Servers Course ☐ Were an alcohol agent for a retail alcohol license.

☐ Held an Operator's License issued in Wisconsin. ☐ Were the sole proprietor of retail alcohol license.

6. Do you wish to apply for a Provisional Operator License? ($10 additional fee applies) ☐ YES ☐ NO

Certification: I hereby certify that the information on this application is complete, accurate and true. I understand that an inaccurate, misleading, or false answer constitutes sufficient reason for rejection, denial, non-renewal, or revocation of my license. Further, I understand that this license is only valid within the city limits of Fort Atkinson.

Date: _____ Signature of Applicant: _____

Where will you be working with your License: _____

Police Department Recommendations and Comments:

Chief of Police:	*City Clerk:*	*Municipal Court Clerk:*
Approve: _____	Approve: _____	Approve: _____
Deny: _____	Deny: _____	Deny: _____

Alcohol Beverage and Operator License Guidelines for Approval / Denial

Possession of a city-issued license is a privilege, not a right. The City of Fort Atkinson retains broad discretionary authority in denying or recommending the granting of license applications based on the guidelines contained herein, and each case may be considered on an individual basis. The Chief of Police will use these guidelines when reviewing applications to determine if a license will be issued.

The Police Department will conduct a records check, including criminal, ordinance and traffic, of all applications for Alcohol Beverage Operator's License. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check.

If a decision is to deny a license for which an individual has applied, staff is required to provide that individual with a written notification and reason for the denial. Denial of a license is considered final action unless the applicant appeals the decision.

One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police with recommendation to grant/deny to the Council. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Server course.

- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Council for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling and serving of alcohol beverages in five (5) years; would be recommended to the Council for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Council for denial of operator license.