



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

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"...meeting community needs...enhancing quality of life."

DATE: August 21, 2013

TO: Safety & Licensing Committee

FROM: Linda DeWitt, Administrative Clerk III
Char Peterson, City Clerk

SUBJECT: Operator's License Application

Over the past several years, operator license applicants, who were "renewing" their Operator License, have provided feedback to the office asking why they are required to list all their violations year after year on the application. We informed them we would share their feedback with the Safety & Licensing Committee to see if the application could be updated for renewal purposes.

Please review the attached draft Operator License Application containing proposed language for "renewal" applicants in addition to the "new" applicants for discussion.

The language requested by Alderperson Garb is also included in this draft, adding **"Failure to provide complete answers may result in a denial of your application."** Since the application is being revised to add this language, we thought it an excellent time to discuss the suggestion provided by our customers as well.



DRAFT

"...meeting community needs
.....enhancing the quality of life"

FEES ARE NON-REFUNDABLE		Date Recv'd ___/___/___
<input type="checkbox"/> Operator License	\$60.00	Acct. 11030.4307
<input type="checkbox"/> Operator License Plus a provisional	\$75.00	Acct. 11030.4307
<input type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid \$ _____		Receipt _____
<input type="checkbox"/> Original Application		
<input type="checkbox"/> Renewal – License # _____		

**LICENSE APPLICATION for
OPERATOR'S (BARTENDER'S) LICENSE**

SECTION 1 – APPLICANT INFORMATION					
Applicant Name (Last, First, MI)				Maiden	
Street Address			City		State Zip
Driver's License Number				State License Issued In:	
Date of Birth		Sex	Home Phone Number		Cell phone Number
Name and Address of Establishment you will be selling alcohol					
SECTION 2 – CONVICTION RECORD – NEW APPLICANT: You are required to list each and every violation and/or offense for which you have been convicted. Failure to provide complete answers may result in a denial of your application.					
Have you EVER had an Operator's (Bartender's) License? YES NO					
If Yes; where? _____					
Have you EVER been convicted of a felony? YES NO					
If Yes; when, where and what type of violation? (Please be specific) _____					

Have you EVER been convicted of a misdemeanor or ordinance violation? YES NO					
If Yes; when, where and what type of violation? (Example: speeding, OWI) _____					

SECTION 2 – CONVICTION RECORD – RENEWAL APPLICANT: List any pending charges, citations, tickets and all convictions since last license application. Failure to provide complete answers may result in a denial of your application.					
Have you EVER had an Operator's (Bartender's) License? YES NO					
If Yes; where? _____					
Have you been convicted of a felony since last license application? YES NO					
If Yes; when, where and what type of violation? (Please be specific) _____					

Have you been convicted of a misdemeanor or ordinance violation since last license application? YES NO					
If Yes; when, where and what type of violation? (Example: speeding, OWI) _____					

SECTION 3 – PENALTY NOTICE					
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.					
Signature: _____					
FOR OFFICE USE ONLY					
Department	Approve	Deny	By	Reason	
POLICE					
Date sent to APD ____/____/____	Scheduled FVTC Class ____/____/____	Class Completion Date ____/____/____	Current other license: Muni _____ # _____		
Safety and Licensing ____/____/____	Common Council ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____	License Number	