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## LEGAL SERVICES DEPARTMENT

Office of the City Clerk

**Charlene M. Peterson, Clerk**

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Appleton, WI 54911

Phone: 920/832-6443

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

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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"

<b>FEES ARE NON-REFUNDABLE</b>		Date Recv'd ___/___/___
<input type="checkbox"/> Operator License	\$60.00	Acct. 11030.4307
<input type="checkbox"/> Operator License <input type="checkbox"/> 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**

<b>SECTION 1 – APPLICANT INFORMATION</b>				
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				
<b>SECTION 2 – CONVICTION RECORD – NEW APPLICANT:</b> 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) _____				
_____				
<b>SECTION 2 – CONVICTION RECORD – RENEWAL APPLICANT:</b> 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) _____				
_____				
<b>SECTION 3 – PENALTY NOTICE</b>				
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: _____				
<b>FOR OFFICE USE ONLY</b>				
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